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Welcome to the Ph.D. program in Film and Digital Media! We hope that this handbook will help you meet the demands of the PhD. When it comes to highly specific program information and regulations, we refer you to both the UCSC Catalog, which is the document of record for this and all academic programs at UCSC (our PhD program's “catalog copy” is attached as an appendix here) and to the Graduate Division website: http://graddiv.ucsc.edu/. If you need the official wording on some aspect of graduate study at Santa Cruz or within FDM, it's found in one of those places.

Your FDM faculty advisor, the Graduate Programs Coordinator (Ms. Melanie Wylie) and the Director of Graduate Studies (Professor L.S. Kim) will be your three key resource people to further amplify the information found here; they will work to help with the campus procedures and, most importantly, to assist you in satisfying the requirements of the program and carving out your own directions in research and practice.

By now you probably know well why this program is unique among graduate programs in media studies: our integration of theory and practice as related forms of knowledge places us at the vanguard of academic programs. Whatever your methodologies or terrains of research, you will leave here with a “dissertation” (or we refer to it as a “project,” because it won’t resemble a traditional dissertation) that will be an original contribution to knowledge and an embodiment of research and practice conceived and conducted together. There is no template for how it should look or how to create it: just as with a typical dissertation, your own discernible approach to scholarship and media-making will differ from that of your colleagues, and will determine the form of your final project. What is certain is that you will actively create with and reflect upon the very media forms that you engage in your work. After leaving this program, you will be a scholar-artist and/or an artist-scholar who is able to work within the intellectual and creative histories of your field, and you will be prepared to teach and excel in any environment even if you choose to work outside of a traditional academic context.

Film and Digital Media had its beginnings in the Theater Arts department, when a film and video track crystallized into a formal Film and Video major in 1998. The program gained department status in 1999. Since the beginning, the department has been committed to growing as a venue where theory and practice are integrated. We have been passionate about remaining a single department in which critical studies and production co-exist and inform each other. We now graduate approximately 100-150 undergraduates a year and our Ph.D. program accepts approximately four to six students each year.
BEGINNING THE PROGRAM:

It all begins with email:
- Your @ucsc.edu email address is your official email address for everything to do with the campus, department, and program, you need to check it every day.
  o The department and grad division do not keep track of other email addresses you use, and our primary method of communicating with you will be your official ucsc address.
- The fdmphdgrads@ucsc.edu email group is available to use to contact all of the FDM Ph.D. students.
- The alias fdmgrads@ucsc.edu will include all FDM Ph.D. students, as well as students in the SocDoc M.A. program.

Your FDM advisor:
- As you enter the program, you will be assigned a faculty mentor from among the FDM faculty.
  o Along with the Director of Graduate Studies and the Graduate Programs Coordinator, s/he will be your primary source of information and advice on your academic program.
  o You are expected to meet with your advisor early in the fall quarter of every year, at minimum.
- Your initial advisor/mentor may turn out to be your permanent advisor or chair of your dissertation committee.
  o It is also possible that you will identify another faculty member to serve that role.
  o Please use the change of advisor form (included in this handbook) to change advisors.

Enrolling for courses:
- Enrollment for Fall courses opens in Spring of the preceding year.
- For incoming students, enrollment in Film 200A (Introduction to Graduate Study) is required, and typically you take a film and digital media elective in that first quarter also.

Financial details:
Your financial package is confirmed at the time of your acceptance.
- The program is trying to offer four years of support to Ph.D. students. This is usually provided in a mixture of grants, fellowships, TAships, and Graduate Student Researcher positions (GSRs) or Graduate Student Instructor (GSI).
- The Graduate Programs Coordinator can advise you on possible options for future funding.

Residency for out-of-state students:
Take immediate steps to establish California state residency!
If you are a U.S. citizen or permanent resident who moved to California from another state, you will need to establish CA state residency as soon as possible as the department cannot cover out-of-state tuition. Please review the Registrar’s Office Website about the specific details to establish residency:
http://registrar.ucsc.edu/fees/residency/
DEGREE REQUIREMENTS AND PROGRESS THROUGH THE PROGRAM

FDM Ph.D. Degree Requirements:
(Details for requirements are included in later sections of the handbook.)

Normative Time for Completion
- Normative time for completion of the program is five to six years.
- The first two years of the program are devoted to coursework.
- The 2nd Year Review (Master’s Exam) occurs in Spring Quarter of the 2nd year. (And needs to be coordinated with committee members during Winter Quarter of one’s 2nd year.)
- Before the end of the 3rd year, students should have formulated QE topic areas and should have nominated a Ph.D. qualifying examination committee.
- Qualifying examinations and prospectus writing typically occur in the 4th year. (It is possible to QE earlier.)

Selected Coursework Requirements
- A minimum of 108 units of study in coursework at UCSC will be required for the Ph.D. degree.
- Doctoral students will be in residence for a minimum of six quarters.
- When in residence, students will take a minimum of 36 units per year until advancement to candidacy.
- Applicants who already hold an M.A. or M.F.A. degree may petition to waive up to six of their required elective courses for a maximum of 30 transfer credits; such an exception is requested by application and is subject to the approval by the Director of Graduate Studies.
- In their first year, doctoral students will be required to take the three foundational courses (200A-B-C). In addition, students will take at least two FDM graduate elective courses.
- Second year students must then take at least four FDM graduate elective courses.
- Third year students arrange three Directed Readings (FILM 295) to prepare for the three topic areas of their qualifying exam.
- Students will take at least nine Film and Digital Media Graduate Courses over the degree, not including 295, 297, and 299 classes.
- Students are expected to complete at least one year of supervised teaching as part of the degree requirements.

Foreign Language Requirement
Students must demonstrate proficiency in a language other than English. This may include a computer programming language when such a language is integral to the student's field of study.

Advancing to Candidacy
Students will advance to candidacy once they have successfully:
- Completed all required coursework with satisfactory grades
• Satisfied the language requirement
• Passed the Ph.D. qualifying exam
• Submitted a dissertation prospectus approved by their dissertation committee
• Participated in a dissertation colloquium
• Organized an approved dissertation committee, through the Dissertation Committee Nomination form

Completion of the Degree
Upon successful advancement to candidacy, students must then complete the following requirements for the Ph.D.

Dissertation: The dissertation, or Ph.D. thesis, is to be an original contribution of high quality to the field of Film and Digital Media Studies. If a student’s dissertation contains a substantial creative component, the dissertation project must also include a written component of no less than 75 pages. The dissertation must be approved by a committee consisting of a minimum of three faculty members, at least two of whom must be from the Film and Digital Media Department faculty. If the dissertation director does not hold a Ph.D. degree, then the majority of the remaining committee members must hold Ph.D.s. When the student has submitted the dissertation and the committee has approved it, the student is ready for the oral defense.

Oral Defense: Once the dissertation is approved, the student will present an oral summary before their dissertation committee and invited members of the academic community. The student will then answer questions posed by the faculty.

Sample Student Program for Each Year (Years 1-4)

Year 1: Three core Film and Digital Media courses (FILM 200A, 200B, 200C); three electives, at least two of which are Film and Digital Media courses.
Year 2: Four Film and Digital Media electives; three other electives from Film and Digital Media or another department.
Year 3: Three required FILM 295 Directed Reading courses to prepare for the qualifying examination, electives from Film and Digital Media Department or another department.
Year 4: Student takes Ph.D. qualifying examination, registering for FILM 299 Thesis Research. If successful, the student begins to prepare their dissertation prospectus.

KEY INFORMATION AND HANDOUTS

The following attached resources include information sheets and handouts to help guide you through the program. The Graduate Coordinator and DGS can help answer specific questions about details and requirements for each step.
1. General Information
FDM Ph.D. Timeline

This is an approximate timeline. It may vary depending on previous degree(s), transfer units, leaves and/or desired coursework.

First Year:
- FILM 200A-B-C
- FDM Electives (at least 2)
- Start prep for Language Requirement
- Year-end meeting with DGS and Advisor

Second Year:
- FDM Electives (at least 4)
- Other Electives
- Continue work for Language Requirement
- 2nd Year Review (and Master’s Exam for some) in Spring Quarter

Third Year:
- Formulate three Qualifying Exam topic areas related to dissertation project
- Three FILM 295 Directed Readings to formulate QE bibliographies/mediagraphies (may be earlier for students entering with MA/MFAs)
- Elective Courses
- Complete Language Requirement by end of Spring Quarter
- Assemble Qualifying Exam committee

Fourth Year:
- Fall: FILM 299 & Qualifying Exam (may be earlier for students entering with M.A./M.F.A.s)
- Assemble Dissertation Committee
- Dissertation Prospectus
- Dissertation Colloquium
- Advance to Candidacy
- Dissertation Work

Fifth Year:
- Dissertation Work
- Complete Dissertation
- Oral Defense
- File for Ph.D. Degree

Sixth Year:
- Complete Dissertation
- Oral Defense
- File for Ph.D. Degree

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Student Checklist

This form will remain on file with the FDM Graduate Coordinator throughout your time in the program.

Student Name: ________________________________  ID Number: ____________

Primary Advisor: ________________________________

Forms/Items Submitted:

- Transfer Units Form -  Date: ____________
- 2nd Year Review Form -  Date: ____________
- Materials for 2nd Year Review -  Date: ____________
- Report on 2nd Year Review -  Date: ____________
- Application for Master’s Degree [GD] not required -  Date: ____________
- Language Requirement Form -  Date: ____________
- Report on Language Requirement [GD] -  Date: ____________
- QE Topic Areas + Committee Form -  Date: ____________
- QE Committee Nomination Form [GD] -  Date: ____________
- Copies of Approved QE Bibliographies -  Date: ____________
- QE Report [GD] – (Dept. will complete)  Date: ____________
- Dissertation Committee Nomination Form [GD] -  Date: ____________
- Dissertation Prospectus Approval Form -  Date: ____________
- Copy of Approved Dissertation Prospectus -  Date: ____________
- Dissertation Colloquium Participation -  Date: ____________
- Advancement to Candidacy Application -  Date: ____________
- Dissertation Approval Form -  Date: ____________
- Copy of Approved Dissertation [FDM+GD] -  Date: ____________
- Filing Fee Application [GD] -  Date: ____________
- Application for PhD Degree [GD] -  Date: ____________

Notes:

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Approved Transfer Units

Submit this form to the FDM Graduate Coordinator after reviewing your previous transcripts with the Director of Graduate Studies.

Date: ________________

Student Name: ___________________________________   ID Number: ___________

Primary Advisor: ___________________________________

Number of Transfer Units Approved from Previous Courses or Experience: ______________

Number of Additional Units to be Completed Prior to Advancement to Candidacy: ___________

Text from General Catalog:

Applicants who already hold an M.A. or M.F.A. degree may petition to waive up to six of their required elective courses for a maximum of 30 transfer credits; such a waiver is subject to the approval of the Director of Graduate Studies.

DGS Signature: ______________________________   Date: ________________

Notes:

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Advisor Information Sheet

Student Expectations
Students should be in regular contact with their advisor (at least one meeting per quarter) to seek guidance on their academic program, research interests, course schedule, and degree progress.

FDM Courses/Electives
Students are encouraged to take FDM elective Ph.D. courses, even if the topic does not line up neatly or precisely with their research interests. Exposure to a breadth of topics and approaches is an essential experience for their intellectual and creative development. Students must take at least 2 elective courses in the FDM Department in their first year and 4 in their second year. Students must successfully pass 9 elective courses before they advance to candidacy.

A minimum of 108 units of study, including transfer credits, is required for the Ph.D. Doctoral students will be in residence for a minimum of six quarters. When in residence, students take a minimum of 36 credits per year until advancement to candidacy. After students have Advanced to Candidacy, they are only required to enroll in 5 units per quarter.

Independent Studies and Directed Readings
Students who have already taken a large number of Independent Study courses (more than 3) are discouraged from taking additional independent studies. They should be encouraged to take FDM electives and/or other graduate courses that complement their work. Normally FILM 195 (Directed Readings) are limited to students preparing bibliographies and mediagraphies for their QE Topic Areas.

Incompletes
We strongly discourage Incompletes in FDM Ph.D. courses. We also recommend that our students do not request incomplete grades for courses taken outside the department. We understand that an Incomplete may be appropriate in some instances, particularly in cases of serious medical and personal emergencies. In such cases, we require that the instructor and student make a firm deadline to complete the work and that both parties notify the student's advisor and the Director of Graduate Studies. In no case should the student submit the required coursework to the instructor later than Week 6 of the quarter following the issuing of the “I” grade. Per university policy, if the coursework is not completed within one calendar year, the incomplete grade will automatically revert to an Unsatisfactory or (U) grade, which is grounds for immediate review by the department with the likely outcome of academic probation. No student is allowed to advance to candidacy with outstanding incomplete grades on his/her transcript.

Transfer Credits
Students who already hold an M.A. or M.F.A. degree may apply to waive up to six of their required elective courses for a maximum of 30 transfer credits. The applications will be reviewed by the Director of Graduate Studies.

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**Language Requirement**
Students are required to show proficiency in a language other than English, including a computer language. The Language Requirement must be completed prior to a student’s Qualifying Exam. The requirement may be satisfied through coursework, a prior language major or minor, native ability in a language other than English, or a translation exam.

**Designated Emphasis**
Students who wish to develop a secondary field of expertise, can consider a Designated Emphasis. This enables the student to officially add a field to their FDM Ph.D., e.g., “a Ph.D. in Film and Digital Media with a Designated Emphasis in Visual Studies” or similar. To find out more, students should explore the designated emphasis requirements for the department or program in question and discuss the prospect with their advisor and their grad program advisors.

**Annual progress report**
At the end of every year, students are expected to be in good academic standing. If they are not making satisfactory progress, however, the DGS is required to file a report to that effect with the Division of Graduate Studies; if this happens, the student may go on academic probation until such time as the department is able to report that they have achieved good standing again.

**Degree Requirements**
- A minimum of 108 units of study (including transfer credits) – w/ 49 units from FDM Electives (not counting FILM 295, 297 & 299 courses).
- Core Seminars: FILM 200A, 200B, and 200C
- 2nd Year Review. For students entering the program without a Masters Degree, the 2nd year review functions as a Master Exam
- Candidate must enroll in at least two FDM electives in their first year and four FDM electives during their second year of coursework
- Language Requirement (may be a computer language)
- Dissertation Prospectus
- Dissertation Colloquia
- Completion and Defense of Dissertation

**FDM Ph.D. Timeline:**
This may vary considerably depending on previous degree(s), transfer units, leaves and/or desired coursework.

**First Year:**
- FILM 200A-B-C
- At least two FDM Electives
- Start prep for Language Requirement
- Year-end meeting with DGS and Advisor

**Second Year:**
- At least four FDM Electives

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Other Electives
Continue work for Language Requirement
2nd Year Review (and Master’s Exam for some) in Spring Quarter

Third Year:
- Formulate three Qualifying Exam topic areas related to dissertation project
- Three FILM 295 Directed Readings to formulate QE bibliographies (may be earlier for students entering with M.A./M.F.A.s)
- Elective Coursework
- Complete Language Requirement by end of Spring Quarter
- Assemble Qualifying Exam committee

Fourth Year:
- Fall: FILM 299 & Qualifying Exam (may be earlier for students entering with M.A./M.F.A.s)
- Assemble Dissertation Committee
- Dissertation Prospectus
- Dissertation Colloquium
- Advance to Candidacy
- Dissertation Work

Fifth Year:
- Dissertation Work
- Complete Dissertation
- Oral Defense
- File for Ph.D. Degree

Sixth Year:
- Complete Dissertation
- Oral Defense
- File for Ph.D. Degree

Academic Standing
To remain in good academic standing, a student must make timely progress toward degree completion and satisfactorily meet the following standards of scholarship established by the Graduate Council in June 2000.

* A duly registered graduate student is considered to be in good standing so long as (a) the student not advanced to candidacy undertakes a minimum of two upper division or graduate level courses per quarter and passes a minimum of five 5-credit courses toward a terminal degree or certificate by the end of each academic year; the student advanced to candidacy undertakes and passes at least one course per quarter, usually Thesis Research, OR (b) the student's department or committee of studies determines that she or he is making satisfactory academic progress toward a terminal degree or certificate, AND (c) the student's progress meets the minimum criteria indicated below.

* The academic progress of each continuing graduate student shall be reviewed annually by the student's department or committee of studies by the end of the spring term.

* A student whose academic progress is judged not satisfactory will be recommended for academic probation until such time (one academic year, maximum) as her or his progress has become satisfactory once again and the Dean of Graduate Studies has been so informed in writing by the Graduate Representative of the student's department. Students on academic probation are not eligible for merit fellowship support and will receive lower priority for academic appointments at UCSC (including Teaching Assistant, Teaching Fellow, Graduate Student Researcher, etc.). Special justifications will be required to appoint probationary students so long as there are any other students in the program who lack financial support.

* A student whose academic progress has been found not satisfactory in two successive annual reviews will be subject to dismissal from the University.

* A full-time student who has been enrolled in the same graduate program for four calendar years without advancing to candidacy for the Ph.D. is not considered to be making satisfactory progress and will be recommended for academic probation until advancement is achieved.

* A student who has been advanced to candidacy for more than three calendar years is not considered to be making satisfactory academic progress and will be recommended for academic probation for up to one academic year by the student's department.

* A full-time master's degree student is considered not to be making satisfactory progress beyond three calendar years of enrollment and may be recommended for academic probation for up to one academic year by her or his department.
* Students on probation will continue to be eligible for institutional, state, and federal need-based assistance for up to one academic year to support their efforts to make up satisfactory academic progress shortfalls.
* A student who fails to register promptly following expiration of an approved leave of absence is not in good standing. The usual term for a leave of absence is three academic quarters, and all requests to extend or renew a leave must be approved in advance by the Dean of Graduate Studies.
* Only students in good standing are eligible for leaves of absence. Students who are neither registered nor on an approved leave of absence are not in good standing. Only students in good standing are eligible to use the Filing Fee.
Name of Student: ________________________________________________________________

Entering year into the Ph.D. Program: ________________________

Advisor: _______________________________________________________________________

New Advisor: ___________________________________________________________________

Any other previous advisor(s): ____________________________________________________

Date of Request: ________________________
2. Second Year Review
Preparing for the 2\textsuperscript{nd} Year Review

\textbf{Items to Submit}

- Submit the 2\textsuperscript{nd} Year Review/Master’s Exam Form to the FDM Graduate Coordinator by April 15.

Submit the following items to the designated eCommons (or other agreed upon) site by \textbf{May 1}:

- Written Statement (1,000 words)
- Four or five coursework projects/papers, including your final project from FILM 200C
- Unofficial transcript, which can be printed from my.ucsc.edu

\textbf{Review/Exam Committee}

Students may nominate faculty members to serve on their review committee using the 2\textsuperscript{nd} Year Review/Master’s Exam form. Prior to nominating committee members, students should confirm their ability to serve on the committee during Spring quarter. The student’s advisor and the Director of Graduate Studies will assemble the committee, taking into account the student’s nominations.

- The committee should have a minimum of three faculty members.
- One must be the student’s primary advisor, who should chair the meeting.
- The Director of Graduate Studies will also serve on the committee.
- At least two committee members should be Film and Digital Media faculty.

\textbf{Written Statement}

In addition to the coursework submitted for the 2\textsuperscript{nd} Year Review, you will also prepare a written statement contextualizing that work, approximately 1,000-words in length. Your statement should explain the creative and scholarly work you have produced in your degree thus far, contextualizing the curricular choices you've made, both within and beyond F&DM, and placing the work completed in and around your courses, both regular classes and individualized (directed and independent) studies. As well, it should explain how this work has prepared the ground for new projects and how it has extended your competence beyond what you brought to the program; it should outline areas you feel confident within and how those areas relate to your intended dissertation project; and it should address any areas that need further development and how you intend to compensate for those in remaining coursework or study. (Areas for further work might be a language skill, an area of scholarship, a technical or creative aspect of art practice, etc.) This statement about your work and its contexts will form the basis for oral examination questions by your faculty committee. The committee may ask for a revised statement before or after the oral exam.

\textbf{Oral Exam}

At the beginning of the oral exam students will have twenty to thirty minutes to present their statement and work to the committee. Committee members will then conduct an interview with the student in which they pose questions about the statement/presentation and about the work. These questions will have been generated partially in advance and are intended to allow the student to explore and contextualize the work and the way it is situated in the statement. The goal is for students to be able to talk meaningfully about the connections and implications of their work and to place it within a wider critical, theoretical, and creative context. This exam also functions as a space for the student to map out their possible future trajectory in the program, with specific attention give to preparation for the Qualifying Examination.

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The oral exam is closed; only the student and the faculty committee will be present. The Graduate Coordinator will join the exam at the end if any administrative or logistical questions arise regarding the student’s future preparations.

**Possible Results of 2nd Year Review / Master’s Exam**

Following the oral exam, the committee will meet and discuss the exam and deliberate. You will be contacted separately regarding the result.

For students entering *without* a Master’s degree:
- The committee will recommend one of three grades for the MA exam: fail, pass, or conditional pass with permission to proceed. Students who fail may retake the oral component of the exam one time. A student with a pass only may leave the program with the degree of Master of Arts.
- Students who pass with permission to proceed may enter the third year of coursework towards the Ph.D. The decision on permission to proceed with take into account the examination result and input from faculty whose courses the student has completed. The student’s advisor must be attentive to the conditional pass, and help facilitate the student’s regaining a stronger footing in the program (advising the student in revising the personal statement, for example).

For students entering *with* a Master’s degree:
- The committee will discuss the result of the review and its recommendations for further progress in the program, including the timeline to the Ph.D. Qualifying Exam and possible QE topic areas.
2nd Year Review/Master’s Exam Form

Submit this form to the Graduate Coordinator by April 15.

Submit the following items to the designated eCommons site by May 1:

- Written Statement (1,000 words)
- Four or five coursework projects/papers, including your final project from FILM 200C
- Unofficial transcript, which can be printed from my.ucsc.edu

Student Name: ___________________________________________ ID Number: __________________

Total Credits Completed: ______________

Proposed Faculty Committee for 2nd Year Review:

Primary Advisor / Committee Chair: ________________________________

Director of Graduate Studies: __________________________________________

Third Committee Member: __________________________________________

Fourth Committee Member (optional): ________________________________________

Anticipated QE Quarter/Year: __________________

Language Requirement Progress:

________________________________________________________________________

________________________________________________________________________

Student Signature: ___________________________________ Date: ________________

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2nd Year Review – Notes (For Department Purposes):

Student: ________________________________________________

Work submitted:
☐ Written Statement (1,000 words)
☐ Four or five coursework projects/papers, including your final project from FILM 200C
☐ Unofficial transcript, which can be printed from my.ucsc.edu

Primary Advisor / Committee Chair: __________________________


Date of Oral Exam: ____________________________

Results of the Exam (for students without a Master’s degree):
☐ pass with permission to proceed to the PhD
☐ pass | student will leave the program with an MA degree
☐ fail | student make retake the oral exam one time

Anticipated QE Quarter/Year Approved: Yes → Yes → Yes → No

Potential QE Committee Approved: Yes No

(Tentative*) QE Committee Chair: __________________________


Potential QE Topic Areas Approved: Yes No


2nd Year Review Comments:

Coursework & Other Recommendations to prepare for QE:

Primary Advisor: ____________________________ Date: ____________

Director of Graduate Studies: ____________________________ Date: ____________
3. Language Requirement
Language Requirement Form

Submit this form to the FDM Graduate Coordinator to certify completion of the language requirement as listed in the general catalog and program handbook.

Date: ________________

Student Name: __________________________________________ ID Number: __________

Primary Advisor: __________________________________________

Proposed Language for Requirement: __________________________________________
(May be a computer language)

Language Requirement fulfilled by:

☐ Exam Date: ________________ (Attach verification.)

☐ Upper-Division Language Coursework. (Along with this form please submit the necessary (unofficial) transcripts noting the completion of the course.)

☐ Non-native English speaker; passed the English proficiency test required for admission.

☐ Native speaker of another language in addition to English. (Along with this form please submit a statement to the attesting to your proficiency in the additional native language.)

☐ Language major or minor from recent undergraduate or Master’s level education or equivalent. (This must have been completed within the past five years at an accredited institution. Along with this form please submit the necessary (unofficial) transcripts noting this proficiency.)

Student Signature: ____________________________ Date: ________________

Notes:

Approved by:

(Primary Advisor) ____________________________ (Date)__________

(FDM PhD Director of Graduate Studies) ____________________________ (Date)__________

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To: GRADUATE DIVISION

Re: REPORT ON LANGUAGE REQUIREMENT FOR

Language 1: ____________________________  Language 2: ____________________________
Examination Date: ________________  Examination Date: ________________
Examiner: ____________________________  Examiner: ____________________________
Fulfilled the language requirement by ____________________________

This student is exempt from the departmental language requirement

This certifies that the above-named student has satisfied the language requirement for the doctoral degree.

__________________________________________  ________________________________
Date  Graduate Representative

Distribution: Graduate Division, Student, Department
Rev. 9/02
4. Qualifying Exam
Preparing for the Qualifying Exam

Timeline

At the 2nd Year Review
- Discuss possible QE topic areas with your 2nd Year Review Committee
- Discuss possible faculty examiners for each topic
- Discuss possible QE Chair
- Identify potential quarter for QE

Two quarters prior to the QE
- Have 3 topic areas approved by your advisor and the DGS
- Finalize selection of faculty examiners for each topic (including non-FDM faculty member), as well as QE Chair
- Ensure availability of committee members during quarter of intended QE
- Enroll in 1 or 2 Directed Reading classes (FILM 295) with faculty examiner(s) to develop and study topic area bibliographies
- Produce first drafts of area bibliographies

One quarter prior to the QE
- Enroll in 1 or 2 Directed Reading classes (FILM 295) with faculty examiner(s) to develop and study topic area bibliographies
- Submit 3 approved bibliographies to DGS prior to the end of the quarter
- Confirm availability of all exam committee members
- Submit QE Plan form to FDM Graduate Coordinator
- Submit Grad Division QE Committee Nomination Form to FDM Graduate Coordinator
- Schedule dates for written and oral exam in the following quarter
- Complete Language Requirement
- Complete 108 Units of coursework (including transfer units) – with at least 9 FDM electives

QE Quarter
- Enroll in up to two Thesis Research (FILM 299) courses to continue studying for and writing exam
- Exam questions will be given approximately mid-quarter
- Written essays will be due two weeks later
- Oral exam will be given approximately two weeks after written exam is submitted

Overview
The aim of the Qualifying Exam is to ensure that you are prepared to go on in your field at an advanced level and that you are ready for the very particular integration of production and critical studies work that will constitute your dissertation. The QE itself is divided into three topic areas, with each area including a bibliography, a written exam, and an oral exam. You will work with three faculty members (whom you select and who will be members of the QE Committee)

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to develop three distinct topic areas with a corresponding bibliography. Each list will include 30-50 texts (written/film/video/digital media).

**QE Committee**
Your QE committee will be comprised of four faculty members, at least one of whom must be from another discipline at UCSC or from another campus. The chair of the QE committee should be a tenured faculty member from FDM, holding a Ph.D., but should not be your primary faculty advisor or the person who you will chair your dissertation. The composition of your QE Committee must be approved by your faculty advisor and the DGS no later than one quarter prior to the Qualifying Examination. The QE Committee must also be approved by the Graduate Division, and the Graduate Dean [Melanie ~ how does this happen?]; the QE Committee Nomination Form must be submitted to the Graduate Coordinator no later than the end of the quarter prior to the exam.

**Topic Areas**
Each topic area should display historical or theoretical breadth and engage with a variety of media. Two of the topic areas should ideally relate to the future dissertation topic, while one of the remaining should constitute an outside area, examining a topic that is methodologically and/or distinct from the other two. It is important that the topic areas be pre-approved by the DGS (who will ensure that the breadth requirement is met).

**Written Exam**
In the written portion of your exam, three of the faculty members on your QE Committee will provide you with one question on his/her topic area. You will not see the question prior to the exam, but the question will be general enough to allow you to demonstrate your knowledge of the topic area, rather than (for example) to test your knowledge of a specific article or work. Over a two week period you will write an essay response to each question (each one 3,500-5,000 words in length). Your exam may be a written-only document or you may also incorporate media into your exam responses. The oral component of the exam follows after a minimum two-week break, allowing the faculty time to carefully read and evaluate your written exam.

**Oral Exam**
At the beginning of the exam you will be asked to briefly summarize the written responses you have submitted. Then members of the QE Committee will begin asking questions about the responses you have submitted for each topic area. Normally the faculty examiner for each question will lead the discussion on the response you have written; however any committee member may ask questions of any paper. Approximately 45 minutes is given to each response. The committee chair will moderate the overall event and keep time.

**Possible Results of the Qualifying Exam**
Once the oral exam is completed, you will be asked to leave the testing area while the committee confers. You will return to the testing area and be informed of the committee decision and next steps. A student who fails the Ph.D. Qualifying Exam will be permitted to re-take it one time.

*Rev. for Cohorts 2014*
Guidelines for QE Committee Chairs

The Chair of the Qualifying Exam Committee will usually be a tenured FDM faculty member who holds a Ph.D. and is neither the student’s primary advisor nor one of her/his topic examiners.

The QE Committee Chair is responsible for the following:

(1) The QE Chair schedules the written and oral components of the exam. Ideally, this should be done the quarter prior to the exam. The timing is approximately as follows:

- One week prior to written exam: Topic examiners submit draft questions to QE Chair. S/he reviews questions, then compiles them into the exam.
- Student is given the written questions.
- Two weeks later: written exam responses are due to QE committee members and QE Chair.
- Another two weeks later: Oral Exam is scheduled to take place.

(2) The QE Chair then chairs the Oral Exam. S/he will moderate the event and keep time. The student will speak for 20 minutes at the outset of the exam, then approximately 45 minutes will be devoted to questions for each topic area.

(3) The QE drafts and submits the Report on Qualifying Exam to the FDM Graduate Coordinator who will forward it to the Graduate Division.

Rev. for Cohorts 2014+
## Qualifying Exam Topic Areas + Committee

Submit this form by the end of the quarter before you plan to QE to the FDM Graduate Coordinator along with the Grad Division Committee Nomination of Ph.D. Qualifying Examination form.

**Date: _______________**

**Student Name:** ___________________________________________  **ID Number:** ___________

**Primary Advisor:** __________________________________________

---

<table>
<thead>
<tr>
<th>Program Units Completed: ______</th>
<th>Units Counted From Previous MA/MFA Work: ______</th>
</tr>
</thead>
</table>

9 F+DM Electives Completed:  **Non-F&DM Faculty on QE Committee:**

---

**Proposed QE Committee:**

<table>
<thead>
<tr>
<th>QE Chair*</th>
<th>Topic Area (3 Needed):</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

  - **QE Chair*:** __________________________________________

  - **2nd Member:** _________________________________________

  - **3rd Member:** _________________________________________

  - **4th Member:** _________________________________________

  - **Bibliography Approved**

  - **Qrt/Year:** _______

---

**Language Requirement Completed:**

---

**Proposed Exam Dates**

- ________ Written Exam Questions Given
- ________ Written Responses Due to Committee
- ________ Oral Exam

---

Rev. for Cohorts 2014+

---

**Approved by:**

<table>
<thead>
<tr>
<th>(Primary Advisor)</th>
<th>(Date)</th>
</tr>
</thead>
</table>

| (FDM Director of Graduate Studies) | (Date) |
Re: Committee Nomination of Ph.D. Qualifying Examination

_________________________ / ___________________________ has successfully completed the required course work (name) and language requirements (if necessary). In consultation with the student and the dissertation adviser __________________________, the following examination committee has been proposed and is submitted for your approval:

Must be tenured.

_________________________ Chair

_________________________ 1-Professional Title & Dept

_________________________ 1 -Email

_________________________ 1 - Campus

_________________________ 2- Committee Member

_________________________ 2 - Professional Title & Dept

_________________________ 2-Email

_________________________ 2-Campus

_________________________ 3-Committee Member

_________________________ 3-Professional Title & Dept

_________________________ 3-Email

_________________________ 3-Campus

Outside Member must be tenured. __________________________ 4-Outside Committee Member

If different campus, same discipline. __________________________ 4-Professional Title & Dept

If UCSC faculty, different discipline. __________________________ 4-Email

If non-academic, provide vitae and publication list; subject to Graduate Dean approval. __________________________ 4-Campus/Institution/Agency

All members have agreed to serve on: Date: __________________________

Time: __________________________

Location: __________________________

Approved: __________________________

(Graduate Representative)

Graduate Division approval: __________________________
REPORT ON QUALIFYING EXAMINATION

This report is to be completed immediately after the examination.

Name: ___________________________ SID __________ Email ______________

Date of Examination: _______________ Department: ______________________

Report of the Committee including details of the voting to pass or fail the student:

<table>
<thead>
<tr>
<th></th>
<th>Honors</th>
<th>Pass</th>
<th>Fail</th>
</tr>
</thead>
</table>

Signatures of Committee Members:

Print Name: ___________________________ Print Name:____________________

Print Name: ___________________________ Print Name:____________________

Instructions to the Department:

Please forward the results of the examination, using this form, to the Division of Graduate Studies.

In order to Advance to Candidacy, a student who has passed the Qualifying Examination must have a Dissertation Reading Committee approved by the Department and the Dean of Graduate Studies. The student must have no incomplete grades (I) on her/his record. In addition, a language requirement must be satisfied (depending on department requirements). The $90 Advancement to Candidacy fee will be billed to the student’s AIS account. The student will be officially advanced the following term after all of these requirements are met.

Distribution:
Division of Graduate Studies
Department
Student
Rev 11/11
5. Advancing to Candidacy
How to Advance to Candidacy
Advancing to Candidacy can occur as early as the first quarter after you complete your Qualifying Exam.

The following items need to be completed/submitted in order to advance in the following quarter:

- **Advancement to Candidacy Application**
  - Due to the FDM Graduate Coordinator at the beginning of the quarter before the quarter of intended advancement.

- **Language Requirement Form**
  - Completed form must be submitted to the FDM Graduate Coordinator no later than the quarter prior to the intended advancement.

- **Ph.D. Qualifying Exam complete**
  - The department will send your QE Report to the Graduate Division

- **Dissertation Reading Committee Nomination Form**
  - Due to the FDM Graduate Coordinator no later than the quarter prior to the intended advancement.

- **Submitted a dissertation prospectus approved by their dissertation committee**
  - Competed form and prospectus must me submitted to the FDM Graduate Coordinator no later than the quarter prior to the intended advancement.

- **Participated in a dissertation colloquium**
  - Must be held before the quarter of intended advancement.

- **All Incompletes cleared from your transcript**

- **108 units of coursework completed, including transfer credits**

- **Completed 9 FDM elective courses**

- **Pay the $90 Advancement Fee**

After Advancing to Candidacy
- Once you advance to candidacy, you will only need to enroll in 5 units/quarter to maintain full-time status.

- You will continue to owe full in-state tuition if you remain in California.

*Rev. for Cohorts 2014+*
- If you will be outside the state doing work/research, you can qualify for In-Absentia status and reduced tuition. [See Student Status Options handout for more info.]

- The Graduate Division offers a six-quarter in-candidacy fee offset grant (ICFOG) that covers campus fees for the first two years you are advanced.

- Once advanced, international students no longer have to pay Non-Resident Tuition.

- Nominative time to completion of the PhD is 2-3 years after advancement.
NOMINATIONS FOR DISSERTATION READING COMMITTEE

Academic Senate Regulation 18.7 states: "A committee to read and pass upon the dissertation is appointed by the candidate's department, subject to the approval of the Graduate Dean. The committee will have at least three members, and at least half of the committee must be members of the Santa Cruz Division of the Academic Senate."

The following dissertation reading committee has been appointed for:

Student: ____________________________  Department: ____________________________

<table>
<thead>
<tr>
<th>Name</th>
<th>Department</th>
<th>Campus</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
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<td></td>
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</tr>
</tbody>
</table>

Approved for the Department: _____________________________________________

Date: ____________________________

Graduate Studies Approval: ____________________________  Date: ____________________________

In order to Advance to Candidacy, a student who has passed the Qualifying Examination must have a Dissertation Reading Committee approved by the Department and the Dean of Graduate Studies. The student must have no incomplete grades (I) on her/his record and will be billed a $90 Advancement to Candidacy fee. In addition, a language requirement must be satisfied (depending on department requirements). The student will be officially advanced the following term after all of these requirements are met.

Distribution:
Division of Graduate Studies
Department
Student
A dissertation prospectus, outlining your doctoral thesis project, is due no later than two quarters after you successfully pass your Qualifying Exam. The prospectus will be drafted in consultation with your dissertation advisor, then circulated to all members of your dissertation committee for their approval.

**Dissertation Committee**
Your dissertation committee will include a minimum of three faculty members, at least two of whom must be members of the Film and Digital Media Department. One member of the committee will serve as your primary dissertation advisor. If the dissertation advisor does not hold a Ph.D., then the majority of the remaining committee members must hold Ph.D.s. A Dissertation Reading Committee nomination form must be submitted to the FDM Graduate Coordinator for approval by the Graduate Division.

**Dissertation Prospectus**
A complete prospectus should be 3,000-4,000 words will include the following elements:

- a concise statement of your research topic
- a brief outline of previous scholarly and creative work in this area
- a statement of how your dissertation will add to this body of work, particularly through a critical practice approach
- a outline of the theoretical and methodological approaches you will take
- an outline of the research you plan to undertake
- an outline of the “chapters” of your dissertation that clearly identifies its written and media components

Please note: all dissertations must include a written component of no less than 75 pages.

Once approved, a copy of the prospectus along with a signed Dissertation Prospectus Approval Form should be submitted to the FDM Graduate Coordinator.

**Colloquium**
Following approval of your prospectus, a public dissertation colloquium will be scheduled for Film and Digital Media faculty and students. This is neither an exam nor a workshop, but a presentation of your project that outlines your research questions, your methodologies, and your critical practice approach. You should expect to present your project for approximately 30-45 minutes, then the colloquium will be open for questions, comments, and general discussion. Media works may be shown in conjunction with the colloquium. Such public events are vital as we together build models of critical practice.
Submit this form with your approved Dissertation Prospectus to the FDM Graduate Coordinator after obtaining signatures of approval from all members of your dissertation committee.

Date: ______________

Student Name: _________________________________________ ID Number: ___________

Primary Advisor: _______________________________________

Dissertation Prospectus Approved by:

____________________________________________________________________________
Dissertation Committee Chair Date

____________________________________________________________________________
Committee Member Date

____________________________________________________________________________
Committee Member Date

____________________________________________________________________________
Committee Member (Optional) Date

____________________________________________________________________________
Committee Member (Optional) Date

Proposed Date for Dissertation Colloquium: ________________

Prospectus and Colloquium Date Approved:

(FDM Director of Graduate Studies) (Date)

Rev. for Cohorts 2014+
Advancement to Candidacy Application

Submit this form to the F+DM Graduate Coordinator upon completion of Advancement to Candidacy requirements as listed in the general catalog and program handbook.

Date: _______________

Student Name: ___________________________________________  ID Number: __________

Primary Advisor: __________________________________________

☐ Completed All Coursework: 108 Units (including transfer credits), 9 F+DM Electives

☐ Completed Language Requirement

☐ Passed Qualifying Exam  Date: __________

☐ Submitted Dissertation prospectus Approved by Dissertation Committee

☐ Participated in Dissertation Colloquium

☐ Submitted Dissertation Reading Committee Nomination Form to F+DM Graduate Coordinator

☐ No Incompletes on Transcript

Student Signature: ________________________________  Date: ________________

Notes:

Approved by:

(FDM Director of Graduate Studies) __________  (Date) __________

Rev. for Cohorts 2014+
Status Options After Advancing to Candidacy

Part-Time
A part-time graduate student is one who has approval to enroll for one-half (or less) of the regular course load of fifteen credits.

Need clear justification for part-time status based upon considerations of academic progress, career employment, family responsibilities, or health conditions.

A part-time graduate student will pay the full Registration Fee, one-half the Educational Fee, and all other campus fees including the Health Insurance Fee. Students who wish to opt out of the mandatory health insurance should complete the online waiver.

Part-time students will be eligible for fellowship support at their department's discretion, but appointments in student academic titles, such as Teaching Assistant or Graduate Student Researcher, cannot exceed .25 FTE.

In-Absentia
Students whose research or study requires that they remain outside the State of California for an entire quarter may qualify for a reduction of the University Registration and Education Fees and exemption from all local campus fees.

In-absentia students pay 15% of the Registration Fee and Educational Fee. Non-residents of California must pay full non-resident tuition when applicable. Students who wish to opt out of the mandatory health insurance should complete the online waiver or contact Cowell Health Center for more information.

Leave of Absence
A Leave of Absence is granted for sound educational reasons, health reasons, financial problems, or family responsibilities and is valid for no more than one year, but may be extended if there is sufficient justification.

The use of University facilities is not permitted while on leave.

All financial aid (GSA, TA, Fellowship) terminates on the effective date of this leave.

Filing Fee
When ready to submit the dissertation, students may pay a filing fee for one quarter in lieu of registration fees.

Students will not be entitled to enroll in classes; hold any academic appointment or student employment position; use University facilities such as laboratories, libraries, health service, or the field house; make demands upon faculty time other than the time required for the final reading of the dissertation/thesis or for attendance at the formal final examination; or be considered a registered graduate student for the quarter on filing fee status.

Filing Fee is valid only for the quarter indicated and may be used only once.

Rev. for Cohorts 2014+
6. Dissertation
Doctoral Dissertation

Upon successful advancement to candidacy, students must then complete the following requirements for the Ph.D.

Dissertation: The dissertation, or Ph.D. thesis, is to be an original contribution of high quality to the field of film and digital media. If a student’s dissertation contains a substantial creative component, the dissertation project must also include a written component of no less than 75 pages. The dissertation must be approved by a committee consisting of a minimum of three faculty members, at least two must be from the film and digital media faculty. If the dissertation director does not hold a Ph.D. degree, then the majority of the remaining committee members must hold Ph.D.s.

The Ph.D. candidate shall submit the dissertation providing a minimum of 45 days for the committee members to review it. Once the committee has deemed it ready to defend, the candidate will work with the department and committee to schedule the oral dissertation defense.

Dissertation Defense

Oral Defense: The oral defense will be comprised of a brief introduction of the dissertation’s form and content, and an articulation of the scholarly and artistic intervention it forges; the student will then answer questions posed by their dissertation committee. Invited members of the academic community may attend the defense, but the discussion will remain among the candidate and the committee.

Once the student has passed the oral dissertation defense, responds to any questions or suggestions for revisions, and has the dissertation approved by the committee, they will be eligible to “Announce Candidacy for Ph.D.” by submitting the dissertation and required documents to the Division of Graduate Studies.
Submit this form, along with a copy of your Dissertation, to the FDM Graduate Coordinator after obtaining your committee’s signatures of approval.

Date: ______________

Student Name: __________________________________________ ID Number: __________

Primary Advisor: __________________________________________

Dissertation Approved by:

__________________________________________ Date
Dissertation Committee Chair

__________________________________________ Date
Committee Member

__________________________________________ Date
Committee Member

__________________________________________ Date
Committee Member

__________________________________________ Date
Committee Member

__________________________________________ Date
Committee Member

Approved:

(FDM Director of Graduate Studies) (Date)

Rev. for Cohorts 2014+
7. Graduation
Ph.D. Graduation Checklist

Date: ______________

Student Name: ____________________________________ ID Number: ____________
Primary Advisor: ____________________________________

☐ Oral Dissertation Defense Passed Date: __________

☐ Dissertation Approval Form signed by all committee members and submitted to FDM Graduate Coordinator.

☐ Written component of dissertation has been prepared using the Graduate Division’s Dissertation Preparation Guidelines and Dissertation and Thesis Checklist.

☐ A copy of the dissertation has been submitted to the Graduate Division per instructions on their Dissertation and Thesis checklist.

☐ A copy of the dissertation has been deposited with the FDM Graduate Coordinator.

☐ Application for the Doctor of Philosophy Degree has been submitted to the FDM Graduate Coordinator. [Deadlines are published in the Academic Calendar.]

☐ Online Commencement Registration form has been completed. [If you wish to participate in the Graduate Commencement ceremony in June.]

Rev. for Cohorts 2014+
APPLICATION FOR THE DOCTOR OF PHILOSOPHY DEGREE

Instructions: Please complete this form, obtain the necessary signatures, and submit the form to Graduate Studies by the deadline in the Academic Calendar the quarter you wish to receive the PhD. If you do not complete all requirements for the degree, including submission of the dissertation by the deadline, a new application must be filed the quarter you complete. Please use your name as it appears in University records.

Last Name  First  Middle  Department

Degree:  Ph.D.  D.M.A.  Ed.D.

Designated Emphasis or Parenthetical Notation (if applicable): ________________________________

Student ID Number: _______________  E-mail address: ________________________________

Candidate for Ph.D. degree: □ Fall  □ Winter  □ Spring  □ Summer  Quarter 20 __________

If you wish to participate in June Commencement, please UHJLVWHU/RQOLQH at graddiv.ucsc.edu

Reading Committee (please print):

________________________________________________________________________________ (Chair)

________________________________________________________________________________ (Reader)

________________________________________________________________________________ (Reader)

Student Signature __________________________    Date __________________________

CERTIFICATION BY THE DEPARTMENT:

1. Dissertation Adviser: I certify that the Dissertation of the above named applicant is substantially completed, that the Reading Committee can proceed without delay, and that the Dissertation will be formally submitted by the last day of instruction.

   Signed: ____________________________________________

   Dissertation Adviser

2. Department: This is to certify that all requirements for the Department have been met and the degree of Doctor of Philosophy may be conferred upon submission of the approved doctoral dissertation.

   Signed: ____________________________________________

   Graduate Representative

3. Reviewed by Dept: Signed: ____________________________________________

   Department Assistant

Office Use Only

Diploma Ordered: ____________

Diploma Mailed: ____________

Your diploma will be mailed to your Permanent Address in 3-4 months. Verify and update your Permanent Address via the Student Portal at http://my.ucsc.edu.
Dissertation and Thesis Checklist

Apply for graduation at the beginning of the term. Degree application due dates are posted on the Academic and Administrative Calendar.

Formatting

- Font size 10-12 pt., no script or ornamental fonts. Italicized fonts should only be used for non-English words or quotations
- Spacing is double-spaced throughout, except footnotes, indented quotations, bibliographic entries of more than one line, captions, tables and appendices
- Margins are at least 1.5 inch on left, 1.25 on other three sides
- Page numbers are centered at the bottom of the page, at least .75 inch from the edge
- Title page matches sample page format; program name and degree date are correct
- Sections are arranged in the correct order: Title page, copyright page, table of contents, list of figures/tables, abstract, acknowledgements/dedication, text, appendix, bibliography

Submission

1. Dissertation or Thesis Manuscript – submit online
   - Create an account on the ProQuest web site http://www.etdadmin.com/cgi-bin/main/submschools
   - Create a PDF file of your thesis/dissertation (PDF conversion tool is available through ProQuest)
   - Obtain permission letters for all previously copyrighted material
   - Items to upload:
     - Dissertation/thesis text
     - Abstract
     - Optional supplementary files

2. Title page signed by your committee – submit to Graduate Division Office
   **Original signatures are required**; does not need to be on cotton paper.

3. For doctoral candidates only – submit online:
   - Survey of Earned Doctorates: sed.norc.org/survey

Commencement

If you would like to participate in the Graduate Commencement ceremony in June, please sign up online at Commencement Registration. You may access this site throughout the year. Last day to register is June 1.
UC SANTA CRUZ

DISSERTATION AND THESIS PREPARATION GUIDELINES

The submission of the Doctoral dissertation or Master’s thesis is the final step in the program leading to the award of your degree. The manuscript is a scholarly statement of the results of a substantial period of research and preparation. It will be made available for public use in McHenry Library, and published by UMI Dissertation Publishing/ ProQuest Information and Learning.

For these reasons, the Graduate Council has established guidelines for uniformity in the physical format of the manuscript. The concern of the Graduate Council in establishing these guidelines is to obtain a permanent and readily reproducible form of presentation, and consistency in the arrangement of the contents. The dissertation or thesis must be a professionally finished work in format, style, spelling and appearance.

Deadline: All candidates for a degree must submit an Application for Doctor of Philosophy degree or Application for Master’s Degree to Graduate Studies by the date stated in the Academic and Administrative Calendar for the quarter you wish to receive the degree.

Registration Requirement: A student is required to be registered or on filing fee status, whichever is applicable, during the quarter in which the degree is conferred. Students should consult Graduate Studies or the department to determine which option fits their situation.

PREPARATION OF FINAL COPIES

A. Number of copies

One approved pdf copy should be submitted through the ProQuest/UMI dissertation site by the date stated on the Academic Calendar. Consult your graduate adviser to determine the number of additional copies required by the faculty committee. Please note that your department may require a separate electronic or paper copy.

B. Fonts

Embedded fonts REQUIRED. Post Script Type 1 fonts required. Any legible font except script, italic or ornamental fonts, equivalent in scale to 10pt. Arial or 12pt. Times New Roman accepted. However, fonts should not be mixed inappropriately. Italicized font may be used for non-English words and quotations. Applies to all text including captions, footnotes/endnotes, citations, etc.
C. Spacing

Double spacing throughout the dissertation/thesis should be used except in footnotes, indented quotations set off from the text, bibliographic entries of more than one line, and materials such as captions or tables and appendices of data.

D. Margins

Every page of the dissertation or thesis must be kept within margins set as follows: a minimum margin of 1.5 inches (for binding purposes) on the left side of the page; 1.25 inches at the right side; 1.25 inches at the top and the bottom of the page. Page numbers must print at least ¾” from the edge of the page.

E. Pagination

All pages of the dissertation are counted, but not all pages have the number displayed.

The following pages are counted in lower case Roman numerals (i, ii, iii, etc.): title page, copyright page (or blank page if you choose not to copyright), Table of Contents, List of Figures, Table of Illustrations, Abstract, and Dedication and Acknowledgment. However, the page number should NOT be displayed on the title page or copyright page (or blank page if you choose not to copyright).

Beginning with the first page of text, all pages should be numbered in Arabic sequence beginning with “1” and all numbers should be displayed. This includes the footnotes section, appendices, computer printout material, and bibliography.

All page numbers (Roman or Arabic) that are displayed must be centered at the bottom of each page, at least 0.75 inches away from the edge of the paper. No words, punctuation, or diacritics of any kind accompany the page number: it says “4”, not “-4-” or “4.” or “Page 4”.

F. Figures, Tables, Oversize Materials, etc.

Figures may be embedded in the text or take up a full page. Full-page tables, charts, graphs and other non-text material require the same margins as text pages. If necessary, wide tables, charts, and figures can be placed sideways; however, the page number must still appear at the vertical bottom of the page, centered at least 0.75 inches from the edge.

Each figure or table must be numbered and should have a caption. With full page figures, captions must be on the facing page. Such a caption page must be the mirror image of a normal page, i.e., the wider margin (1.5”) is on the right. The caption page precedes the figure. The caption itself should be single-spaced and centered on the page. Both pages are numbered, e.g. caption page 34, figure page 35. Page numbers remain centered at least 0.75 inches away from the edge.
0.75” from the bottom of the page. When listing your full-page figure or table in the Table of Contents, list the page number for the full-page figure or table (not the caption).

Supplemental material, (oversize materials, digital art, movies, etc.) may be included as a separate file.

**G. Published material**

As the author of the dissertation/thesis manuscript, you will be asked to certify that any previously copyrighted material used in your work, beyond “fair use,” is with the written permission of the copyright owner.

With the approval of the dissertation/thesis committee and the Department, your own published material may be accepted as all or part of the Master’s thesis or Doctoral dissertation, where the publication or publications represent research or scholarship comparable in scope and contribution to that portion of the standard thesis or dissertation they are intended to replace, and where the published material is substantially the product of the candidate’s period of graduate study at UCSC. There should be an introduction showing the historical development, methods used, and results.

If your own published material lists a co-author, and if the co-author is listed by reason of having directed and supervised the research that serves as the basis of the dissertation or thesis, only the candidate’s name is listed as the author in the preliminary pages. The acknowledgment page should state: *The text of this dissertation [or thesis] includes reprint[s] of the following previously published material: [give full publication information here]. The co-author listed in this publication directed and supervised the research which forms the basis for the dissertation [or thesis].* If your own published material approved for submission has co-authors other than the research director, the candidate must obtain permission from the co-authors and copyright holders giving their approval for the material to be used. A detailed statement of the contribution by the candidate to all multiauthored publications must be included in the acknowledgment.

If your own published material is approved by the dissertation/thesis committee for submission as a part or whole of the dissertation or thesis, a memorandum stating this and approving the student’s acknowledgment statement must be submitted by the committee chair to the Dean of Graduate Studies.

The pages of the published material must have the same margins as specified for the dissertation, which may necessitate reduction of the material. Note that enlargement of the materials to meet standard margin requirements is not needed. When using reprints, page numbers of the reprint should be removed and replaced with numbers corresponding to the position of the reprint within the dissertation. Each chapter that is an article reprint may have
an abstract of its own, but in any event there must be a general abstract covering the entire dissertation.

ARRANGEMENT OF MANUSCRIPT

In its final form the dissertation or thesis is arranged in the following order:

1. Title Page (see back pages for accepted format)

One original title page, prepared in the exact format as the attached sample, must be submitted with the original signatures of all members of the Dissertation/Thesis Reading Committee. The title page included in the electronic copy should be unsigned. The date on the title page will depend on the quarter you will receive your degree and must reflect one of the four dates listed below.

<table>
<thead>
<tr>
<th>Quarter degree conferred</th>
<th>Title page date (month and year)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fall</td>
<td>December 20xx</td>
</tr>
<tr>
<td>Winter</td>
<td>March 20xx</td>
</tr>
<tr>
<td>Spring</td>
<td>June 20xx</td>
</tr>
<tr>
<td>Summer</td>
<td>September 20xx</td>
</tr>
</tbody>
</table>

The only degree designations and disciplines to be indicated on the title page are as follows:

<table>
<thead>
<tr>
<th>Discipline Designation</th>
<th>Degree Designation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Anthropology</td>
<td>Doctor of Philosophy</td>
</tr>
<tr>
<td>Applied Mathematics and Statistics</td>
<td>Master of Science/Doctor of Philosophy</td>
</tr>
<tr>
<td>Astronomy and Astrophysics</td>
<td>Doctor of Philosophy</td>
</tr>
<tr>
<td>*Bioinformatics</td>
<td>Master of Science/Doctor of Philosophy</td>
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<tr>
<td>Biomolecular Engineering &amp; Bioinformatics</td>
<td>Doctor of Philosophy</td>
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<tr>
<td>Chemistry</td>
<td>Master of Science/Doctor of Philosophy</td>
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<tr>
<td>Collaborative Leadership</td>
<td>Doctor of Education</td>
</tr>
<tr>
<td>Computer Engineering</td>
<td>Master of Science/Doctor of Philosophy</td>
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<tr>
<td>Computer Science</td>
<td>Master of Science/Doctor of Philosophy</td>
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<tr>
<td>Earth Sciences</td>
<td>Master of Science/Doctor of Philosophy</td>
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<tr>
<td>Economics</td>
<td>Doctor of Philosophy</td>
</tr>
<tr>
<td>Ecology and Evolutionary Biology</td>
<td>Master of Arts/Doctor of Philosophy</td>
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<tr>
<td>Electrical Engineering</td>
<td>Master of Science/Doctor of Philosophy</td>
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<td>Education</td>
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Environmental Studies  Doctor of Philosophy
*Environmental Toxicology  Master of Science/Doctor of Philosophy
History  Doctor of Philosophy
History of Consciousness  Doctor of Philosophy
*International Economics  Doctor of Philosophy
Linguistics  Master of Arts/Doctor of Philosophy
Literature  Master of Arts/Doctor of Philosophy
Mathematics  Doctor of Philosophy
Microbiology and Environmental Toxicology  Doctor of Philosophy
Molecular, Cell and Developmental Biology  Master of Arts/Doctor of Philosophy
Music  Doctor of Musical Arts
Music Composition  Doctor of Philosophy
Ocean Sciences  Master of Science/Doctor of Philosophy
Philosophy  Doctor of Philosophy
Physics  Master of Science/Doctor of Philosophy
Politics  Doctor of Philosophy
Psychology  Doctor of Philosophy
Sociology  Doctor of Philosophy
Statistics and Applied Mathematics  Master of Science/Doctor of Philosophy
*Statistics and Stochastic Modeling  Master of Science/Doctor of Philosophy

*The names of these programs have been changed. Students who matriculated under the previous name may choose to receive their degree under either the original or current program name.

If you have completed a designated emphasis in addition to your graduate degree it should be included on your title page per the following example:

HISTORY OF CONSCIOUSNESS

with an emphasis in FEMINIST STUDIES

2. Copyright Notice or Blank Page

If you are planning to copyright your dissertation or thesis, include a copyright statement on a separate page directly following the title page (sample attached). If you do not wish to copyright your dissertation or thesis, you should insert a blank page in lieu of the copyright page. Either way, the page in question is counted as page ii of the preliminary materials, but the page number is not printed on the page.

Doctoral students may register the copyright of their dissertation using the services of ProQuest. Information on ProQuest services and the required forms are included in the online submission process.
3. Table of Contents

Theses and dissertations are expected to have a Table of Contents for the convenience of the reader. The Table of Contents always begins on page iii of the dissertation [thesis]

4. List of Figures and/or Table of Illustrations

If plates or illustrations (i.e. maps, diagrams, charts, photographs, etc.) are scattered throughout the text, include a separate List of Figures and/or Table of Illustrations after the Table of Contents.

5. Abstract

An abstract must be included in your dissertation or thesis. The abstract must (a) state the problem briefly; (b) describe the methodology; (c) summarize the findings. The abstract should include the word Abstract, your name, and dissertation or thesis title, centered at the top of the page. It should be double-spaced, and should be within the dissertation/thesis margin requirements. There is no word limit on your abstract. However, ProQuest still publishes print indexes that include citations and abstracts of all dissertations and theses published by ProQuest/UMI. These print indexes require limits of 350 words for doctoral dissertations and 150 words for master’s theses. If it exceeds these word limits ProQuest will simply truncate your abstract and remove any non-text content. You may wish to limit the length of your abstract if this concerns you. The abstract as you submit it will NOT be altered in your published manuscript.

6. Dedication and/or Acknowledgments

If you wish, you may include a page with a brief note of dedication or acknowledgment of help received from particular persons. (See Section G under Preparation of Final Copies, Published Material, regarding acknowledgment for published material).

7. Text

The text of the dissertation/thesis follows at this point. The first text page is Arabic numeral 1.

8. Footnotes

The placement of footnotes is a matter of preference that you should discuss with your advisers. Footnotes may be placed at the bottom of the pages, at the end of the chapter, or at the end of the text preceding the appendices.

9. Appendices

A last section may contain supporting data for the text in the form of one or more appendices. Examples of appendix material are data sheets, questionnaire samples,
glossary, illustrations, maps, charts, etc. If the appended data should include oversize illustrations or maps (as in the case of an Earth Sciences thesis or dissertation) you may submit them as a separate file. (See Proquest instructions for acceptable).

10. Supplemental Files

List supplementary files that are included in your submission; these may include computer printout or programming data, audio or video files, etc.

11. Bibliography

A section headed Bibliography or References follows after the text and notes. Discuss the physical arrangement/style of the bibliography with your advisers. It should include all of your citations and references in alphabetical order by the author’s last name and should be in a format that is considered adequate for professionally published material in the field in question. The section should be double spaced between citations, but may be single spaced within a multiple lined entry.

ARRANGEMENT OF MANUSCRIPT

1. Title page
2. Copyright notice or blank page
3. Table of Contents
4. List of Figures and/or Table of Illustrations, if applicable
5. Abstract
6. Dedication and/or Acknowledgments
7. Text
8. Footnotes (if displayed at the end of the dissertation/thesis)
9. Appendices, if applicable
10. List of supplemental files, if applicable
11. Bibliography

SUBMISSION OF A DISSERTATION OR Thesis

Graduate degree candidates should submit the following items to Graduate Studies by the deadline date listed in the Academic Calendar for the quarter the degree is to be conferred.

1. One electronic copy of the dissertation/thesis submitted online.
2. Signed title page

In addition, Doctoral students must submit the following required forms:

1. Survey of Earned Doctorates Form – submit with signed title page
2. Online UCSC Doctoral Exit Survey – submit online
Both forms are available online at the Graduate Division website:
http://graddiv.ucsc.edu/student_affairs/formsdownloads.php

If you wish to participate in the June commencement ceremony, please register online; the link can be found in the graduate forms section.

The Graduate Division encourages you to visit our office for a dissertation or thesis check before you submit your final draft. Drop in hours for dissertation/thesis checks are Wednesday & Thursday afternoons from 2–4, or contact Veronica Larkin, vlarkin@ucsc.edu to make an appointment.

The following pages contain the format of the copyright page and title page. You should reproduce the format of these pages exactly.
Copyright © by

Ima S. Tressing

2008
UNIVERSITY OF CALIFORNIA
SANTA CRUZ

PSYCHOLOGICAL EFFECTS OF STRESS AND FATIGUE IN NORTHERN CALIFORNIA GRADUATE STUDENTS

A dissertation submitted in partial satisfaction of the requirements for the degree of

DOCTOR OF PHILOSOPHY

in

PSYCHOLOGY
with an emphasis in FEMINIST STUDIES

by

Ima. S. Tressing

December 20xx

The Dissertation of Jane Smith-Jones is approved:

________________________________________
Professor Mary Jones, chair

________________________________________
Professor John F. Doe

________________________________________
William Brown, Ph.D.

______________________________
Tyrus Miller
Vice Provost and Dean of Graduate Studies
UNIVERSITY OF CALIFORNIA

SANTA CRUZ

COASTAL EROSION IN CAPITOLA

A thesis submitted in partial satisfaction of the requirements for the degree of

MASTER OF SCIENCE

in

EARTH SCIENCES

by

Sandy Beach

June 2010

The Thesis of Sandy Beach is approved:

Professor Mary Jones, Chair

Professor John F. Doe

Professor William Brown

Tyrus Miller
Vice Provost and Dean of Graduate Studies
8. Funding
Admissions Support

- Cota-Robles Fellowship
  - Domestic Students Only
  - By Nomination
    - Awarded by Graduate Division
  - 5 Year Fellowship
    - 3 Years $24,000 Stipend
      - With Tuition Remission
    - 2 Years TAship Support

- Chancellor’s Fellowship
  - By Nomination
    - Awarded by Arts Division
  - 1 Year Fellowship
    - $24,000 Stipend
      - With Tuition Remission
      - And Non-Resident Tuition Remission

- Non-Resident Tuition Fellowship
  - International Students Only
  - By Nomination
    - Awarded by Arts Division
  - 2 Year Fellowship
    - Non-Resident Tuition Remission

- Regents Fellowship
  - Awarded by Admissions Committee
  - 1st Year Only
  - Living Stipends
    - Award amount varies

- Tuition Remission
  - Awarded by Admissions Committee
  - 1st Year Only
  - In-State Tuition Coverage
    - Includes Campus Fees

- Non-Resident Tuition Remission
  - Awarded by Admissions Committee
  - 1st Year Only
  - Non-Resident Tuition Coverage
Employment

- Teaching Assistantships
  o Salary paid monthly over 3 months
    ▪ 1st payday after first month of work
  o Includes Tuition Remission
    ▪ No campus fee ($356) remission

- Graduate Student Research Positions
  o Salary paid monthly over 3 months
    ▪ 1st payday after first month of work
  o Includes Tuition Remission
  o Includes Non-Resident Tuition Remission

- Graduate Student Instructor Positions
  o Salary paid monthly over 3 months
    ▪ 1st payday after first month of work
  o Includes Tuition Remission
    ▪ No campus fee ($356) remission

Other Support

- Florence French Scholarship
  o F&DM Department Scholarship
  o For Domestic Students with Financial Need
    ▪ FAFSA must be submitted
    ▪ Financial Aid Office determines eligibility
  o Awards from $500 to $2,500

- Conference/Presentation Travel Fellowship
  o F&DM PhD Program Fellowship
  o Awards from $300 to $750
  o Students may apply once per year

- Summer Block Fellowship
  o F&DM PhD Program Fellowship
  o Amount and availability varies annually
  o Typically up to $2,000 awarded for summer work/research support

- Porter Graduate Fellowship
  o F&DM PhD Program Fellowship
  o Amount and availability varies annually
  o Students receiving award must connect with Porter Undergraduates

- Graduate Student Associate Travel Fellowship
  o Reimbursement - Up to $300 per academic year
    ▪ Apply through GSA at end of each quarter

- Arts Dean’s Excellence Award
  o Made by special request to the F&DM department
    ▪ Department may request for funds for special/unique project support
- Porter Teaching Fellowship
  o 2-Unit Lower-Division Course
  o $2,000 - $3,000 in Salary
  o No Tuition Remission
  o Applicants for the Fellowship must be Associate Fellows of Porter College
    • To become an Associate Fellow, please contact Susan Beach, Porter College Academic Programs Coordinator

- Human Rights Fellowship
  o UCSC Fellowship
  o Awarded to Documentary Makers
  o Typical award = $4,500

Available for ATC (Advanced To Candidacy) Students

- Summer Dissertation Award
  o By Nomination
    • Awarded by Arts Division
  o $4,000 for summer dissertation support

- Chancellor's Dissertation Year Fellowship
  o By Nomination
    • Awarded by Graduate Division
  o 1 Year Fellowship
    • $24,000 Stipend
      • With Tuition Remission

- President's Dissertation Year Fellowship
  o By Nomination
    • Awarded by Graduate Division
  o 1 Year Fellowship
    • $21,000 Stipend
      • With Tuition Remission

- Dissertation Quarter Fellowship
  o By Nomination
    • Awarded by Graduate Division
  o 1 Quarter Fellowship
    • $7,000-$10,000 Stipend
      • With Tuition Remission
9. Other Forms
These funds are to be awarded to graduate students who are presenting their research at an academic conference or professional gathering. Grants are typically between $300-$750. Students can only receive one grant per academic year.

Name:                      Date:
Faculty Advisor:
Email:                     Phone:
Funding Request:
Conference:
Conference Dates:         Travel Dates:

<table>
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<th>Amount</th>
<th>Description</th>
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Total projected expenses.

Briefly describe your conference participation and how it will support your research.

Funding Approved: _____ Yes $ __________ Award
                   _____ No
Conference Summary Report
Please submit no later than one month after conference.

All recipients are required to submit a brief report. Future conference funding will not be awarded to previous recipients who did not submit a satisfactory summary report.

*500-word/1 page limit
FILM and DIGITAL MEDIA
Petition for Graduate Independent Study

☐ Film 295 (5-credits)  Directed Reading

Please return the completed form to the F&DM graduate adviser by the second week of the quarter.

Name: ______________________  SID #: __________________  Email: __________________

Home Department: ________________________________

Faculty Advisor: ________________________________

DESCRIPTION OF INDEPENDENT STUDY

TITLE: __________________________________________

What will be produced during this Independent Study: __________________________________________

Description of Proposed Independent Study: __________________________________________

________________________________________

________________________________________

________________________________________

________________________________________

________________________________________

Estimate number of hours per week working with sponsoring instructor: ________________

Estimated number of hours per week working independently: __________________________

Faculty Sponsor Name: ______________________________

Approval Signature: _____________________________  Date: ____________  Approval of

Department Chair or Designee: __________________________

Please Note: To receive a course number, you must obtain the required signatures and bring this form to the Graduate Advisor’s Office. (If your faculty sponsor is unavailable or out of town, you may attach an e-mail approval from your faculty sponsor to the back of this form in lieu of a signature.) All work must be completed by the last day of the quarter.

Class Number: ______________  Class ID: ______________

Class Number: ______________  Class ID: ______________

7/14/15
FILM and DIGITAL MEDIA
Petition for Graduate Independent Study

☐ Film 297 (5-credits)  ☐ Film 299 (5-credits)

Please return the completed form to the F&DM graduate adviser by the second week of the quarter.

Name: ________________________ SID #: __________________ Email: __________________

Home Department: ________________________________

Faculty Advisor: ________________________________

DESCRIPTION OF INDEPENDENT STUDY

TITLE: ________________________________

What will be produced during this Independent Study: ________________________________

________________________________________

Description of Proposed Independent Study: ________________________________________

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________________________________________

Estimated number of hours per week working with sponsoring instructor: ______________

Estimated number of hours per week working independently: _________________________

Faculty Sponsor Name: ________________________________

Approval Signature: _________________________ Date: __________ Approval of

Department Chair or Designee: ________________________________

Please Note: To receive a course number, you must obtain the required signatures and bring this form to the Graduate Advisor’s Office. (If your faculty sponsor is unavailable or out of town, you may attach an e-mail approval from your faculty sponsor to the back of this form in lieu of a signature.) All work must be completed by the last day of the quarter.

Class Number: ________________ Class ID: ________________

Class Number: ________________ Class ID: ________________

7/14/15
**FILM and DIGITAL MEDIA**
Petition for Graduate Independent Study

- **Film 297-F (2-credits) Independent Study, general**

Please return the completed form to the F&DM graduate adviser by the second week of the quarter.

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<tr>
<th>Name: ______________________</th>
<th>SID #: ______________________</th>
<th>Email: ______________________</th>
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<tbody>
<tr>
<td>Home Department: ______________________</td>
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<tr>
<td>Faculty Advisor: ______________________</td>
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</table>

**DESCRIPTION OF INDEPENDENT STUDY**

**TITLE:** ______________________

What will be produced during this Independent Study: ______________________

______________________________

Description of Proposed Independent Study: ______________________

______________________________

______________________________

______________________________

Estimated number of hours per week working with sponsoring instructor: ______________________

Estimated number of hours per week working independently: ______________________

Faculty Sponsor Name: ______________________

*Approval Signature:* ______________________ *Date:* ______________________ *Approval of Department Chair or Designee:* ______________________

Please Note: To receive a course number, you must obtain the required signatures and bring this form to the Graduate Advisor's Office. (If your faculty sponsor is unavailable or out of town, you may attach an e-mail approval from your faculty sponsor to the back of this form in lieu of a signature.) All work must be completed by the last day of the quarter.

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<th>Class Number: ______________________</th>
<th>Class ID: ______________________</th>
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<td>Class Number: ______________________</td>
<td>Class ID: ______________________</td>
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7/14/15
Application for Part-Time Status

1. A part-time graduate student is one who has approval to enroll for one-half (or less) of the regular course load of fifteen credits.

2. Each department will determine whether or not its graduate program can accommodate part-time students. Departments will accept part-time students, when, in the opinion of the faculty, there is clear justification for part-time status based upon considerations of academic progress, career employment, family responsibilities, or health conditions.

3. A part-time graduate student will pay the full Registration Fee, one-half the Educational Fee, and all other campus fees including the Health Insurance Fee. Students who wish to opt out of the mandatory health insurance should complete the online waiver or contact Cowell Health Center for more information.

4. Part-time students will be eligible for fellowship support at their department’s discretion, but appointments in student academic titles, such as Teaching Assistant or Graduate Student Researcher, cannot exceed .25 FTE.

5. If you are approved for part-time status but enroll for more than eight credits, you will be assessed full registration fees. You may not enroll in more than eight credits, later drop a course and be considered a part-time student.

Name __________________________  (PDLOBBBBBBBBBBBBBBBBBBBBB)  Department __________

Student ID#_________________________ Enrollment 6WDWXV  3K'  Master V  Certificate

Part-time study will begin_________quarter 20____

I will return to full-time study______quarter 20____  I will not return to full-time study______

What circumstances support your request for part-time status?

Date___________________________  Student signature ________________________________

--------------------------------------------------------------------------------------------------

Approved:__________________________  Date: __________________

Faculty Advisor

Approved:__________________________  Date: __________________

Graduate Representative or Department Assistant

Approved:__________________________  Date: __________________

Dean of Graduate Studies
APPLICATION FOR IN-ABSENTIA STATUS

Students whose research or study requires that they remain outside the State of California for an entire quarter may qualify for a reduction of the University Registration and Education Fees and exemption from all local campus fees. In-absentia students pay 15% of the Registration Fee and Educational Fee. Non-residents of California must pay full non-resident tuition when applicable. Students who wish to opt out of the mandatory health insurance should complete the on line waiver or contact Cowell Health Center for more information.

To apply for this program, complete this form, obtain the signatures of your faculty advisor and your Department’s Graduate Representative or Graduate Coordinator, and return the form to The Division of Graduate Studies. An application to register in this status must be submitted at least one month prior to the first day of the quarter for which you are requesting this status.

For the [ ] Fall  [ ] Winter  [ ] Spring Quarter(s), 20_______(check all that apply)

Name

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Student I.D. #

Department:________________ Date Entered _____ Degree ______ Advanced to Candidacy ______

Email:____________________________________

Out-of-State Address: _____________________________________________________________

Please outline your plan of study for the quarter(s) you will be out of the State of California.

__________________________________________________________________________

__________________________________________________________________________

__________________________________________________________________________

I certify that I will engage in scholarly activities outside of the State of California for the entire quarter and will not use campus facilities or other benefits accruing to students paying the full University Registration, Education and local campus fees.

Signature:_________________________________________ Date: _______________________

Approval:_________________________________________ Date: _______________________

[_________________________________________] Faculty Advisor

Approval:_________________________________________ Date: _______________________

[_________________________________________] Graduate Representative or Department

Approval:_________________________________________ Date: _______________________

[_________________________________________] Assistant

Approval:_________________________________________ Date: _______________________

[_________________________________________] Graduate Studies

Registrar
Health Center
Department

Rev. 11/2011
General Information for In Absentia Registration
(see also the Graduate Handbook http://graddiv.ucsc.edu/regulations/handbook.php)

All students pursuing doctoral or masters degrees in academic disciplines as well as those pursuing professional masters or doctoral degrees are eligible for the fee reduction. Students in self-supporting graduate programs are not covered by this policy.

Students may apply for in absentia registration status under the following circumstances:
• Academic doctoral students must have advanced to candidacy by the time the in absentia status would begin.
• Masters students must have completed at least one year of coursework by the time the in absentia status would begin.
• Special cases within the above two categories can be approved only by exception at the discretion of the graduate dean.
• Students who seek in absentia registration beyond the initial term of in absentia status must re-apply for each subsequent period.

Students must be enrolled full-time in regular UC units to be eligible for the reduced in absentia fee. The graduate dean is responsible for determining that the proposed in absentia units meet the following criteria. The research or coursework:
• Must be directly related to the student’s degree program as evidenced by UC faculty approval.
• Must be of a nature that makes it necessary to be completed outside of California for at least one full academic term.
• Must involve only indirect supervision appropriate to evaluating the student’s academic progress and performance (e.g., correspondence via e-mail or review of written work) from UC faculty during the in absentia period.
• Must involve no significant studying or in-person collaboration with UC faculty during the in absentia period to ensure that units do not entail direct access to UC resources or learning environment.

The graduate dean may grant In Absentia registration status for up to two years for academic doctoral students or up to one year for masters and graduate professional students.

Students shall observe the following requirements while enrolled in absentia:
• Be enrolled full-time at their UC campus of origin for the duration of their in absentia registration.
• Be enrolled in a UC academic doctoral, masters or graduate professional program (except self-supporting) for the duration of their in absentia registration.

Students are eligible to apply for and receive University fellowships and research assistantships, but not teaching assistantships during the in absentia period.
APPLICATION FOR FILING FEE STATUS

This application for filing fee status is for (check one):

Quarter: _____ Fall  _____ Winter  _____ Spring  _____ Summer  Year _______

Name: ________________________________________________________________

Last Name  First Name  Student ID #

Department: ___________________________________________ Email Address: ___________________________________________

I understand that by paying this fee in lieu of registration fees, I will not be entitled to enroll in classes; hold any academic appointment or student employment position; use University facilities such as laboratories, libraries, health service, or the field house; make demands upon faculty time other than the time required for the final reading of the dissertation/thesis or for attendance at the formal final examination; or be considered a registered graduate student for the quarter on filing fee status. I also understand that the Filing Fee is valid only for the quarter indicated and may be used only once.

Signature: ___________________________________________ Date: __________________________

Please obtain the signatures of your reading committee and/or that of your Department’s Graduate Director. File this form, along with the application for the degree with the Division of Graduate Studies by the deadline date published in the Academic Calendar. The filing fee charge of $162 will be billed to your student account.

READING COMMITTEE APPROVAL:

This is to certify that as of the filing of this form, the student has fulfilled all formal requirements for the degree except the filing of the dissertation or thesis and/or the final examination, and is expected to complete these requirements in time to earn the degree during the quarter indicated. A complete draft of the student’s dissertation or thesis has been reviewed by the undersigned committee members, and it is acceptable with only minor revisions (or none).

Signature: ___________________________________________ Date: __________________________

_________________________________________ Dissertation/Thesis Chair

Signature: ___________________________________________ Date: __________________________

_________________________________________ Reader

Signature: ___________________________________________ Date: __________________________

_________________________________________ Reader

DEPARTMENT APPROVAL:

This is to certify that as of the filing of this form, the student has fulfilled all formal requirements for the degree except the filing of the dissertation or thesis and/or the final examination, and is expected to complete these requirements in time to earn the degree during the quarter indicated.

Signature: ___________________________________________ Date: __________________________

_____________________________ Graduate Program Director

Rev 11/11
REQUEST FOR LEAVE OF ABSENCE

Name ___________________________ Last ______ First ______ Ml ______ Student I.D. # ______

Email ___________________________________________ Department _________________________

Date Entered ______ Expected Graduation Date: ____________ Advanced to Candidacy ______

Leave will begin ___________________________ Return from leave ___________________________

Quarter ______ Year ______ Quarter ______ Year ______

Reason for requesting Leave of Absence: ________________________________________________

_________________________________________________________________________________

I understand that:
1. A Leave of Absence is granted for sound educational reasons, health reasons, financial problems, or family responsibilities and is valid for no more than one year, but may be extended if there is sufficient justification.
2. The use of University faculties is not permitted while on leave.
3. All financial aid (GSA, TA, Fellowship) terminates on the effective date of this leave.
4. Any University employment, staff or academic, must be reported to Graduate Studies.
5. Readmission is contingent upon any conditions set by your Department or the Graduate Dean.
6. Readmission will automatically be effective for the quarter of return you have indicated, provided that your total leave time is three quarters or less. The Registrar's Office will email a registration bill to your UCSC email address.
7. Students who are advanced to candidacy and take a leave of absence forfeit eligibility for any future In-Candidacy Fee Offset Grant (ICFOG).
8. Students who fail to reestablish contact with their department within thirty days following the expiration of an approved Leave will be administratively withdrawn from the University.

Date ___________________________ Signature ___________________________

_________________________________________________________________________________

REVIEW (Conditions for readmission, if any):

_________________________________________ Adviser ________________________________

_________________________________________ Department Chair _______________________

_________________________________________ Department Assistant ______________________

_________________________________________ International Student Services (foreign graduate students only) _______________________

_________________________________________ Dean of Graduate Studies _____________________
10. Other Resources
As a student in this Ph.D. program you are one of many graduate students in the Arts Division and across the campus as a whole. The Arts Division is one of the four divisions and one school on campus: the divisions of Humanities, Physical and Biological Sciences (PBSci), Social Sciences, and the School of Engineering. Film and Digital Media is one of the five departments that comprise the Arts division, the others being Art, Music, History of Art and Visual Culture (HAVC), and Theater Arts. The division is also home to the Sesnon Gallery, the Arts Research Institute, and research centers that include the Center for Visual and Performance Studies, the Innovation and Design Lab, the OpenLab, the Center for Documentary Arts and Research, and the Social Practice Arts Research Center.

Film and Digital Media has two graduate programs: the M.A. in Social Documentation and the Ph.D. in Film and Digital Media. The first class of our PhD program began in Fall 2010. The masters program in “SocDoc” (as it’s affectionately known) has now graduated numerous cohorts of award-winning students. It focuses on the development of expertise in the understanding and production of social documentaries primarily in the genres of video/film, photography, new digital media, and audio. In June 2011, SocDoc moved from its former home in the Community Studies Department to its permanent home in Film and Digital Media. Its core faculty—professors B. Ruby Rich and John Jota Leaños—are all core Film and Digital Media faculty and you will encounter them in your courses and in the academic life of the department. You may take courses that are designated “SocDoc” courses, and you’ll also meet SocDoc students in your graduate courses in Film and Digital Media and in other programs.

Film and Digital Media is also closely affiliated with the M.F.A. in Digital Arts and New Media (DANM). DANM is an interdisciplinary M.F.A. program which exists within the Arts Division and whose participating faculty are drawn from the various Arts departments. Among the FDM faculty, Sharon Daniel, Soraya Murray, and Warren Sack all do fifty percent or more of their teaching in DANM, and other faculty also teach courses from time to time. Just as with SocDoc, you are urged to explore relevant course offerings in DANM, just as DANM students will show up in FDM graduate courses.

Other arts graduate programs include the M.A. and Ph.D. in Music and D.M.A. in Composition and the Ph.D. in Visual Studies (HAVC department). Visual Studies offers a Designated Emphasis in Visual Studies and we have close ties to this program; you will also want to consult their course offerings on a regular basis, and you will meet their faculty and grad students at our regular colloquia for which we collaborate in programming and organization.
UCSC has a proud interdisciplinary history and you should take advantage of this by getting to know graduate courses and programs that may intersect with your interests, as well as seizing the chance to hear or talk to faculty whose work crosses your own. We urge you to make the most of all opportunities to collaborate with peers and colleagues across campus from the moment you get here: you will be enriched in ways that could be both intellectually stimulating and practically helpful. Later on, for example, you will be asked to have a faculty member from outside our department on your Ph.D. Qualifying Exam Committee. That professor whose work you engage at a colloquium or conference in another part of the university may well turn out to be a valuable mentor later on. Some of the places you might engage with other fields and other colleagues are:

- The Center for Cultural Studies [http://ccs.ihr.ucsc.edu/](http://ccs.ihr.ucsc.edu/) (runs a weekly colloquium series)
- Institute for Humanities Research [http://ihr.ucsc.edu/](http://ihr.ucsc.edu/) (organizes research clusters that include Asian Diasporas; Borders, Bodies and Violence; Queer Theory, and Urban Studies)
- Center for Global, International, and Regional Studies [http://www2.ucsc.edu/cgirs/](http://www2.ucsc.edu/cgirs/)
- Bruce Initiative for Rethinking Capitalism [http://rethinkingcapitalism.ucsc.edu/](http://rethinkingcapitalism.ucsc.edu/)
- Center for Games and Playable Media [http://games.soe.ucsc.edu/](http://games.soe.ucsc.edu/)
- The Social Practice Arts Research Center [http://arts.ucsc.edu/programs/centers/art-as-social-practice](http://arts.ucsc.edu/programs/centers/art-as-social-practice)
- The Science and Justice Research Center [http://scijust.ucsc.edu/](http://scijust.ucsc.edu/)

…and many others. We recommend you get on mailing lists and attend events for the things that interest you. Building community is an important part of feeling good about your work and for this reason alone you’ll find it good to get to as many things as you can.

**OTHER IMPORTANT REQUIREMENTS AND CONSIDERATIONS**

**Teaching and other work:**
You will typically do at least three TAships during your time in the program and, depending on your financial package, you may do many more. The department provides some basic TA training at a workshop at the beginning of quarter, which also functions as an orientation to the university, division, and department. You will meet current graduate student Teaching Assistants, hear from the various people in the Graduate Division and other departments who manage TAships, and learn from FDM faculty members about the scope and duties of TAing within our undergraduate program. You are encouraged to consult FDM faculty at any time with questions about pedagogy. In addition to providing you with an income, Teaching Assistantships can provide you with excellent teaching experience if you make the most of this employment opportunity.

After you have advanced to candidacy (after the Ph.D. Qualifying Exam), you may be eligible to teach a course in the department on an as-needed basis. The graduate programs coordinator
and DGS will keep you in touch about any such openings—which may be infrequent and should not be relied upon. But establishing a good track record as an FDM Teaching Assistant will be an important part of any consideration of future and more advanced/independent teaching possibilities in the department.

Academic Integrity:

Academic integrity is a cornerstone of your graduate work and is rigorously enforced in all graduate programs at UCSC. You should read the academic integrity guidelines established by the graduate division and be familiar with what they entail:

http://www1.ucsc.edu/academics/academic%5Finegrity/graduate_students/

Please be advised that your professors will take this seriously. Academic integrity processes will be respected and violations of the university's policy can result in academic probation or other sanctions.

Good Academic Progress (from Graduate Student Handbook):

http://graddiv.ucsc.edu/regulations/handbook/index.php

To remain in good academic standing, a student must make timely progress toward degree completion and satisfactorily meet the following standards of scholarship established by the Graduate Council in June 2000.

* A duly registered graduate student is considered to be in good standing so long as (a) the student not advanced to candidacy undertakes a minimum of two upper division or graduate level courses per quarter and passes a minimum of five 5-credit courses toward a terminal degree or certificate by the end of each academic year; the student advanced to candidacy undertakes and passes at least one course per quarter, usually Thesis Research, OR (b) the student's department or committee of studies determines that she or he is making satisfactory academic progress toward a terminal degree or certificate, AND (c) the student's progress meets the minimum criteria indicated below.

* The academic progress of each continuing graduate student shall be reviewed annually by the student's department or committee of studies by the end of the spring term.

* A student whose academic progress is judged not satisfactory will be recommended for academic probation until such time (one academic year, maximum) as her or his progress has become satisfactory once again and the Dean of Graduate Studies has been so informed in writing by the Graduate Representative of the student's department.

* Students on academic probation are not eligible for merit fellowship support and will receive lower priority for academic appointments at UCSC (including Teaching Assistant,
Teaching Fellow, Graduate Student Researcher, etc.). Special justifications will be required to appoint probationary students so long as there are any other students in the program who lack financial support.

* A student whose academic progress has been found not satisfactory in two successive annual reviews will be subject to dismissal from the University.

* A full-time student who has been enrolled in the same graduate program for four calendar years without advancing to candidacy for the Ph.D. is not considered to be making satisfactory progress and will be recommended for academic probation until advancement is achieved.

* A student who has been advanced to candidacy for more than three calendar years is not considered to be making satisfactory academic progress and will be recommended for academic probation for up to one academic year by the student’s department.

* A full-time master’s degree student is considered not to be making satisfactory progress beyond three calendar years of enrollment and may be recommended for academic probation for up to one academic year by her or his department.

* Students on probation will continue to be eligible for institutional, state, and federal need-based assistance for up to one academic year to support their efforts to make up satisfactory academic progress shortfalls.

* A student who fails to register promptly following expiration of an approved leave of absence is not in good standing. The usual term for a leave of absence is three academic quarters, and all requests to extend or renew a leave must be approved in advance by the Dean of Graduate Studies.

* Only students in good standing are eligible for leaves of absence. Students who are neither registered nor on an approved leave of absence are not in good standing. Only students in good standing are eligible to use the Filing Fee.
The Ph.D. in Film and Digital Media Graduate Courses

In addition to the courses listed below, F&DM graduate students are also welcome to take elective seminars and studio courses offered in the MA in Social Documentation Program, Digital Arts & New Media MFA Program, the Visual Studies PhD program, and to take graduate courses given by our affiliated faculty in the other departments and programs such as Feminist Studies, History of Consciousness, Latin American and Latino Studies, Literature, Sociology, etc. Not all courses listed below are offered every year. Prospective courses are numbered "2xx."

**200A. Introduction to Graduate Study. F**
Introduces graduate study in the critical practice of film and digital media. Conducted as a pro-seminar, with faculty presentations and discussion. Enrollment restricted to graduate students. Enrollment limited to 15. J. Horne

**200B. Theory and Praxis of Film and Digital Media 1. W**
Investigates methods for rhetorical production of written and visual/aural texts. Emphasizes questions about delineation between theory and practice, and provides groundwork in theories relevant to key areas in film, television, and digital media studies. (Formerly Theory and Praxis of Digital Media 1.) Enrollment restricted to graduate students. Enrollment limited to 15. J. Kahana

**200C. Theory and Praxis of Film and Digital Media 2. S**
Investigates methods for rhetorical production of written and visual/aural texts. Emphasizes interwoven practices of the artist/researcher/teacher, formal and expressive possibilities of "hybridized" research, and cultural issues raised by integrated methods of inquiry. Students are billed a course materials fee. Enrollment restricted to graduate students. Enrollment limited to 15. I. Gustafson

**222. Critical Methodologies in Film and Television.**
Introduces graduate students to critical methodologies in media studies and offers sustained examination of theoretical approaches to media studies. Methodologies may include (but are not limited to) contemporary theory (semiotic, psychoanalytic, ideological), cultural studies, intertextuality, feminist film, and television theory. Enrollment restricted to graduate students. Enrollment limited to 14. The Staff

**223. The Film/Video Essay.**
Focuses on "essayistic" approaches to scholarship and production, emphasizing relationships between theory and praxis that this mode of production requires. Enrollment restricted to graduate students. Enrollment limited to 15. J. Kahana

**224. Mediating Difference.**
Considers theoretical and strategic, situated "difference" in the era of (semi-)colonialism, post-colonialism, and globalization, examining theoretical writing alongside media works on the topic. Enrollment restricted to graduate students. Enrollment limited to 15. Y. Wang

**225. Software Studies. S**
Today, our lives are woven into vast software systems that facilitate our family communications, personal relations, jobs, and cultural, economic, political, and social institutions. Course examines these conditions of life and thought using insights from the arts and humanities. Enrollment restricted to graduate students. W. Sack

**226. Queer Theory and Global Film and Media.**
Examines queer subjectivities, practices, and theories in relation to globalization,
transnationalism, and postcoloniality, focusing on film/media produced outside the United States. The course addresses representation and also uses queer theoretical work to engage wider contexts of film/media production, distribution, and exhibition. Enrollment restricted to graduate students. P. Limbrick

227. Representing Memory.
Studio-based hybrid practice/theory to explore problems of historical representation in film, video, and new media and engage with the production of new cinematic/visual forms that take on issues of personal, collective, and national memories. Enrollment restricted to graduate students. Enrollment limited to 15. I. Lusztig

228. Moving Image Archives and the Frontiers of Information.
Explores moving image archives in relation to social movements, technological change, and moving image use and reuse. Theories of memory, information, and technology provide a framework for discussions, site visits, and individual projects. Enrollment restricted to graduate students. Enrollment limited to 15. J. Horne

229. Topics in Documentary Studies.
Examines the forms, discourses, and practices of documentary film, television, video, and other media in relation to cultural, social, and political history and theory. While the thematic focus varies from term to term, each edition of the course places critical thought and documentary work in conversation around issues central to forms of social knowledge and action. Enrollment restricted to graduate students. Enrollment limited to 15. J. Kahana

230. Expanded Documentary.
Students explore the aesthetic, political, and ethical dimension of new and expanded forms of documentary practice including: new media; database-driven, interactive documentary; participatory media; social media; and documentation-based art practices. Enrollment restricted to graduate students. Enrollment limited to 15. S. Daniel

231. Topics in Postcolonial Theories, Film, and Media. F
Explores topics in postcolonial theories and film and media around themes such as colonialism, modernity, and institutions of cinema; colonial histories and national or transnational film and media; race, gender, sexuality and colonialism; the uneven implications, pitfalls, and possibilities of the term "postcolonial" in relation to film and media. Enrollment restricted to graduate students. Enrollment limited to 15. P. Limbrick

232. Audiovisual Ethnography. W
Students learn the technical and critical skills required for fieldwork-based ethnographic video and audio media production. The course is structured around cumulatively building filmmaking skills with an emphasis on critically informed nonfiction ethnographic observation. Enrollment restricted to graduate students in film, anthropology, or social documentation. Taught in conjunction with Anthropology 262. Enrollment limited to 10. I. Lusztig

283. New Media Art and Digital Culture.
A study of new media art in the context of digital culture. Electronic, digital and online technology art are set in critical relation to discourse on history, aesthetics, hypermedia, the interface, hacks, embodiment, robotics, artificial life and other topics. Students are billed a course materials fee. Enrollment restricted to graduate students. Enrollment limited to 15. M. Morse

284. Film, Culture, and Modernity.
Traces the rise of motion picture culture from the late 19th century through the end of the 1920s, looking at film's emerging visual and narrative grammar, its changing cultural status, and its engagement with shifting registers of class, ethnicity, gender, and sexuality. Enrollment restricted to graduate students. Enrollment limited to 15. S. Stamp
295. Directed Reading. F,W,S
Directed reading that does not involve a term paper. Students submit petition to course-sponsoring agency. Enrollment restricted to graduate students. May be repeated for credit. The Staff

297. Independent Study. F,W,S
Either study related to a course being taken or a totally independent study. Students submit petition to sponsoring agency. Enrollment restricted to graduate students. May be repeated for credit. May be repeated for credit. The Staff

297F. Independent Study (2 credits). F,W,S
Students submit petition to course-sponsoring agency. Enrollment restricted to graduate students. May be repeated for credit. The Staff

Students submit petition to course sponsoring agency. Enrollment restricted to graduate students. May be repeated for credit. The Staff
FACULTY MEMBERS AND THEIR PROFESSIONAL INTERESTS

Lawrence Andrews, Professor: Film and video production, audio and sound, installation and media art. http://film.ucsc.edu/faculty/lawrence_andrews

Sharon Daniel, Professor: Participatory culture, technology and social inclusion, digital media, public art. http://arts.ucsc.edu/sdaniel

Anna Friz, Assistant Professor: Sound studies and production, transmission art, media art installation and performance, media (especially radio) history, methodologies for research creation. http://film.ucsc.edu/faculty/anna_friz

Irene Gustafson, Associate Professor: Producing across the boundaries between “theory” and “practice”; non-fiction; gender and queer studies. http://arts.ucsc.edu/faculty/gustafson

Eli Hollander, Professor Emeritus: Film and video directing, editing, cinematography, videography, digital image generation and screenwriting. http://film.ucsc.edu/faculty/eli_hollander

Jennifer Horne, Assistant Professor: Research Interests: History of film criticism, popular and academic; history of film culture (film societies and cinemateques); relationship of film to other technologies of recording; women and cinema; experimental film and video; theories of citizenship and globalization; cinema of the Asia-Pacific region, especially before 1945. http://film.ucsc.edu/faculty/jennifer_horne

Jonathan Kahana, Associate Professor: Documentary film and media; film and politics; essay film; American film history; American popular and state modernism; cultural and social theory; media publics; audio culture and sound art; disciplines of listening. http://film.ucsc.edu/faculty/jonathan_kahana

L.S. Kim, Associate Professor: Television history and theory; racial discourse; feminist criticism; Asian American cultural production; industrial practices and social change in both mainstream Hollywood and alternative media. http://film.ucsc.edu/faculty/l_s_kim


Peter Limbrick, Associate Professor: International cinemas, intersections of race, gender, and sexuality; theories of globalization, transnationalism, and postcoloniality; queer theory. http://film.ucsc.edu/faculty/peter_limbrick

Charles Lord, Professor Emeritus: Film and video directing and editing; video theory and history; video installation; screenwriting; documentary production. http://arts.ucsc.edu/faculty/Lord

Jennifer Maytorena Taylor, Assistant Professor: Documentary film and video focusing on youth, Latino and Latin American communities, education, pop culture, religion, juvenile justice urban affairs, social change; transmedia and multi-platform work; journalism. http://film.ucsc.edu/faculty/jennifer_taylor

Irene Lusztig, Assistant Professor: Film and video production; experimental documentary; ethnographic film; autobiographical film; editing. http://film.ucsc.edu/faculty/irene_lusztig

Soraya Murray, Assistant Professor, New media art, theory, and criticism. Visual culture including digital, film, video, and electronic games. Theories of technology and globalization.
Media representations of technological and scientific advancement. Representations of otherness, migration, citizenship. [http://film.ucsc.edu/faculty/soraya_murray]

**Margaret Morse**, Professor Emeritus: Digital and electronic media theory and criticism; media art; media history; technology and culture; film history and theory; German cinema; documentary and science fiction. [http://film.ucsc.edu/faculty/margaret_morse]

**Rick Prelinger**, Associate Professor: Critical archival studies; personal and institutional recordkeeping; access to the cultural record; media and social change; ephemeral cinema; amateur and home movies; participatory documentary; digital scholarship; cinema and public history. [http://film.ucsc.edu/faculty/rick_prelinger]


**Susana Ruiz**, Assistant Professor: Game design; games as forms of activism and art; animation; participatory culture; social art practice; non-fiction storytelling; theory/practice hybridity; Theatre of the Oppressed; expanded documentary; interaction design; worldbuilding; transmedia production, scholarship and activism. [http://film.ucsc.edu/faculty/susana_ruiz]

**Warren Sack**, Professor: Theory and practice of digital media; software design and media theory. [http://people.ucsc.edu/~wsack]

**Shelley Stamp**, Professor: Film history, theory, and criticism; silent cinema; female filmmakers; film censorship; histories of moviegoing; early Hollywood. [http://arts.ucsc.edu/faculty/stamp]

**Jennifer Maytorena Taylor**, Assistant Professor: Documentary film and video focusing on youth, Latino and Latin American communities, education, pop culture, religion, juvenile justice urban affairs, social change; transmedia and multi-platform work; journalism. [http://film.ucsc.edu/faculty/jennifer_taylor]

**Gustavo Vazquez**, Professor: Film and video production; directing drama, documentary and experimental; cross-cultural experiences in film; film festival curator. [http://film.ucsc.edu/faculty/gustavo_vazquez]

**Yiman Wang**, Associate Professor: Transnational/trans-regional Chinese cinemas of all periods; Intra-Asian and cross-Pacific film remakes; Pan-East Asian celebrity culture; East Asian cultural studies; Asian American cinema. [http://film.ucsc.edu/faculty/yiman_wang]

Interviews with most of our faculty are available on the department website: [http://film.ucsc.edu/people]

The department is also affiliated with several faculty in other departments and divisions. Please see: [http://film.ucsc.edu/faculty/affiliated_faculty]
Our equipment inventory is in, relative, constant update. For a complete and up-to-date list of hardware and software, consult the DGS.
Refer to the Film and Digital Media Equipment and Facility Use Policy at http://slugfilm.ucsc.edu/facilities/use_policy.php.
The most up to date information regarding facilities can always be viewed at:
http://slugfilm.ucsc.edu/facilities/

Our equipment inventory is in, relative, constant update. For a complete and up-to-date list of hardware and software, consult the DGS. Social Documentation and FDM Ph.D. students have 24-hour access to our facilities and may book the voice over rooms, editing rooms, and the large production studio for their class projects via an online reservation system. Contact FDM Operations for questions about facilities and equipment at fdmoperations@ucsc.edu.

Screening and Instructional Spaces:
Communications Room 130 (Studio A--approx. 30 seats or one small class)
Communications Room 150 (Studio C-- approx. 90 seats)
Communications Room 113 (Studio D-- approx. 25 seats or one small class)
Communications Room 119 (approx. 25 seats or one small class)

Seminar Spaces:
Communications Room 117 (media mini-rack with foreign standard VCR, all-region DVD, and computer/laptop projected playback)
Communications Room 121 (media mini-rack with foreign standard VCR, all-region DVD, and computer/laptop projected playback)

Production Studio:
Communications Room 140 (Studio B-- Green Screen, Lighting Grid System, Arri lighting equipment and grip support)

Voice-Over Recording:
Communications Room 134A (Large-Diaphragm Condenser Microphone, Pre-Amplifier, Analog-to-Digital Conversion Interface, installed computer for direct recording)
Communications Room 134B (Large-Diaphragm Condenser Microphone, Phantom Power Pack, installed computer for direct recording)

Editing Facilities:
Communications Computer Lab Room 11 (12 stations, plus instructor station with digital projection):
Contains one Mac Pro equipped Instructor station, twelve iMac student editing stations. Each station is equipped with sound, still image, compositing, and video editing and processing software, as well as open source software for digital art projects. This space also has five Blu Ray burners for creating media for film screenings.
Communications Room 206 – Retina iMac with Adobe Creative Cloud, and a Blu-Ray burner. Dedicated to graduate student use only.
Communications Room 205 – Retina iMac with Cintiq Display, Adobe Creative Cloud. Dedicated to graduate student use only.
Communications Room 204 – iMac with Adobe Creative Cloud.
Communications Room 203 – iMac with Adobe Creative Cloud.
Communications Room 202 – Retina iMac with Adobe Creative Cloud. Dedicated to graduate student use only.
Communications Room 201 – Four Retina iMacs with Adobe Creative Cloud. Equipment installed for stop-motion animation.
Kresge Annex B room 101 – Three iMac editing stations with Adobe Creative Cloud, dedicated to graduate student use only.
Kresge Annex B room 106 – Retina iMac with Cintiq Display and Adobe Creative Cloud, dedicated to graduate student use only.
Kresge Annex B room 115 – Six-Core Mac Pro with Adobe Creative Cloud and color accurate monitor, dedicated to graduate student use only.
All stations use Adobe Premiere CC as our primary editing platform. The Communications Computer Lab room 11 stations have FCPX, and Adobe Premiere CC.
Media Transfer:
Communications Room 135 (Three Mac Pro with legacy media decks for conversion of analog-to-digital formats)

Hybrid 5.1/7.1 Surround-Sound Mixing and Editing spaces:
Communications room 130 (Studio A) - Six-Core Mac Pro with Adobe Creative Cloud.
Communications room 113 (Studio D) - Six-Core Mac Pro with Adobe Creative Cloud.

Production Equipment Lab:
Communications Room 123 (field equipment check-out services, supported by an on-line scheduling system)
Equipment Check-Out Lab (ECL) maintains an extensive inventory of production equipment available for students currently enrolled in production courses. The lab inventory includes high-definition flash-based video camcorders and tripods, camera support equipment, such as lighting kits, reflectors, light meters, lenses, dollies, and grip equipment. Audio gear, including a wide assortment of microphones, booms, pistol grips and digital audio recorders, is also available
Visit Slugfilm (http://slugfilm.ucsc.edu/), the F&DM department’s production website, for more information on equipment and facilities. Specific information regarding our production equipment dedicated to the graduate programs is located in the F&DM equipment catalog at: http://slugfilm.ucsc.edu/production_support/?page_id=4012

Campus Facilities:
Across campus, classrooms, seminar rooms and lecture auditoriums of various sizes are equipped with VCRs, and DVD or Blu-Ray players, and video/data projectors to enable close study of moving images.

The Media Theater is a 400-seat theater/classroom with surround sound capability used for large lecture courses, as well as a venue for the annual screening of student works. The theater is equipped with 35mm film projectors.

Many computer labs on campus are equipped with video, audio, desktop and web publishing software. Students are encouraged to use the Porter D-240 computer lab because it was recently upgraded and has all of the Adobe Creative Cloud applications.

The Media Center at McHenry Library houses thousands of videotapes, laser discs, DVDs, Blu-ray discs, and CD-ROMs that are available for individual viewing and study. Our collection includes a diverse range of international feature films, experimental film and video work, animation, silent films and documentaries. The library also owns an up-to-date collection of reference material, books and scholarly journals related to film, television and media studies. When working as a Teaching Assistant, students are able to check out materials as a Faculty Proxy for use in seminar or lecture for the course.

Recent developments: the University recently completed a 42,000 sf Digital Arts Research Center, which houses the Digital Arts & New Media program and other departments in the Arts Division. The main campus library was recently retrofitted and expanded by 120,000 sf.

SocDoc students may obtain access to the Baskin Wet Black & White Lab or the Digital Imaging lab in the DARC building. Please check in with Professor Norman Locks if you are interested - norman@ucsc.edu

STUDENT SERVICES

From the Graduate Student Association (GSA)

“As a UCSC grad student, you are a member of the Graduate Student Association (GSA). We serve the interests of the 1,400 graduate students by representing your concerns to the UCSC faculty, administration, and staff, and by providing services which are more effectively addressed as a group.

We defend the interests of graduate students with regard to tuition and fees, health insurance, parking, on-campus housing, and other important issues. In addition, the GSA organizes and
co-sponsors events and makes available travel grants for graduate students attending conferences or traveling on thesis-related research.” For more information, visit the GSA at: http://www2.ucsc.edu/gsa/ and the Graduate Student Commons programming calendar: http://gradcommons.drupal.ucsc.edu/news/prog

Insurance Requirement
The University of California requires that all students be covered by a health insurance plan. All full and part-time undergraduate and graduate students are automatically enrolled in and charged for the university sponsored Undergraduate Student Health Insurance Plan (USHIP) or Graduate Student Health Insurance Plan (GSHIP) unless they choose to submit an on-line insurance waiver with proof of comparable coverage. Note: Once accepted, the waiver is in effect for the current quarter and the remainder of the academic year. A new waiver must be submitted at the beginning of each academic year. 2010/2011. For more information, please contact the Student Insurance Office at the Student Health Center or visit: http://healthcenter.ucsc.edu/billing/insurance.shtml

Insurance Enrollment
Individuals who fall under the following categories are not automatically enrolled in the university sponsored health insurance plans, but may enroll in the student insurance plans by completing the USHIP or GSHIP Insurance Enrollment Form (provided at right and on our Forms page). Enrollment terms, conditions, and costs are provided on the enrollment forms. For detailed plan information, please refer to the USHIP or GSHIP Insurance Brochure.

• Students on approved Leave Of Absence (LOA)
• Graduate students on Filing Fee status
• Graduate students who have graduated (quarter immediately following graduation only)
• Students registered for Summer quarter
• Dependents of eligible undergraduate or graduate students

Printing
The UCSC Instructional Computing labs also have printers for use within the lab. There is a charge to pick up the printout. For printing related to your TA work contact the home department of the course.

Printers are also set up in the F&DM graduate student spaces at Kresge. Printing is free but students are expected to supply their own paper

Debit Slug Cards can also be purchased and have value associated with the cards themselves. They are primarily for students and personal copying, and can be used in any Copier Program copier that has a card terminal. Making copies with this type of card reduces the value on the card at the rate of $.08/copy. Original purchase of card is $1.00 that includes $.25 value. Add
value to debit slug cards at Card Service Centers or at any copier that accepts both cash and
cards. You can purchase a copy card at the following locations:

    - McHenry Library copy room
    - Science Library copy room
    - Print Services - Basking Engineering Basement Room B66

The copier program website has a list of locations where you can use your

For more information you can also contact:
Patrick True
UCSC Printing Services, Copier Fleet Operations Help Desk
ps_copiers@ucsc.edu
phone: 831-459-5799
fax: 831-459-5266

Mailboxes
As a graduate student, you will have your own mailbox in the Communications Building, Room
149. This will be for internal campus mail as well as U.S. mail. The official address to use for
the correspondence you will be receiving is:

    (your name)
    University of California Santa Cruz
    1156 High Street
    Santa Cruz CA 95064
    Mailstop: FILM & DIGITAL MEDIA

Offices
Your shared offices are located at Kresge 348, 354 and 439. The Administrative Assistant at
the FDM Department will give you access to these spaces with a key or lock code. There is a
fine for lost keys. Be sure to clean out your office and return the keys to the department with a
month of finishing or leaving the program.

STUDENT ACTIVITIES

Eyecandy is a quarterly, student-run Film and Digital Media journal founded in the fall of 1999.
Eyecandy focuses on analytical, critical, and theoretical issues in film and digital media, as
opposed to the more evaluative criticism found in popular press. Eyecandy examines film and
digital media in relation to other significant issues such as art form, social and cultural theory
and politics. Above all, Eyecandy is a forum for writers from all fields to discuss and raise
issues about film and digital media as a popular phenomenon and area of critical study.
http://eyecandy.ucsc.edu/

SCTV Channel 31 transmits to the campus community. The programming is diverse and
includes student film and video submissions. http://sctv.ucsc.edu/
**Film Production Coalition** is a UCSC student organization that offers the UCSC film community guest lectures, student productions, and hands-on film production experience. [http://fpc.ucsc.edu](http://fpc.ucsc.edu)

**Moxie Production Group** is a UCSC student organization that strives to offer students who are serious about the industry trade of filmmaking a chance to experience and work in an environment that reflects professional independent filmmaking. [http://moxie.ucsc.edu/](http://moxie.ucsc.edu/)

**FDM Public Screenings, Exhibitions and Events:** The Film and Digital Media Department sponsors many screenings, lectures and artists' visits that are open to the public. These events are excellent opportunities to experience our program and meet F&DM students and faculty. Some upper-division courses hold public screenings and exhibitions of final projects at the end of each quarter. The "Events" page on our department website and the UCSC Campus Calendar Website list department and campus events, respectively.

**Local Film Festivals:** Some of the festivals hosted by UCSC include the Pacific Rim Film Festival, CineMaíZ (Latin American Film Festival), Chautauqua (Annual Student Theater Festival), Santa Cruz Film Festival, and Women of Color Film and Video Festival.

### TEACHING AT UCSC

**Pedagogy**

The Film & Digital Media Department trains future arts academics through practical experience. Students are awarded Teaching Assistantships as part of their overall support package. They also have opportunities to assist faculty in workshops.

**TA Assignments**

Each year the department put out a TA Preference Call and ask students to rank their preferred F&DM TAships for next year. The department will access and place TAs through consideration of a number of factors, including TA & instructor preference, curricular needs, and distribution of workload. Students may also be placed in GSI positions.

**TA Appointment/Offer Letter**

The TA appointment letter constitutes the official “offer.” The acceptance form attached to the letter must be signed by the TA and returned to the Arts Division HR office, Porter D-265. If the individual fails to respond as set forth in the appointment letter, s/he may be considered to have rejected the appointment. New and continuing students who have had a break in service will also need to complete employment paperwork at the Arts Division HR office. Not filling out the
proper paperwork can also jeopardize getting your paycheck!

Paychecks
TAs (Teaching Assistants) and GSRs (Graduate Student Researchers) are paid in three equal paychecks per quarter beginning after the first full month of work. For a fall quarter appointment, the first paycheck will arrive on November 1. If you choose to have your check mailed to your mailbox in the F&DM office, you can pick it up during office hours. Direct deposit is the safest and quickest way to receive all payments from the University. The payment is sent directly to your checking or savings account. The application form can be found at http://sbs.ucsc.edu/dirdepapp.html.

TA Training
FDM offers a TA orientation at the beginning of fall quarter. In addition, each department has different TA training and policies. Please coordinate with the home department of the course for which you are the TA if you have questions about your course. For teaching issues, the first place for information is your faculty supervisor. It is his/her job to clarify your duties. The Center for Teaching Excellence has a valuable web site, http://ic.ucsc.edu/CTE/index.html, with strategies and techniques for successful teaching.

Assuming the Responsibilities of a Teaching Assistant
The focus on high-quality undergraduate education is one of the most outstanding features of UC Santa Cruz. Teaching is a responsibility that is taken very seriously and many faculty and graduate students come to UCSC because they want to be in an atmosphere where both teaching and research are important. We hope that you will come to regard teaching as a very rewarding aspect of your graduate career. As a TA, you will assume substantial responsibility, and in doing your job well, you will receive respect and acknowledgment from others. In addition, you may discover that you have abilities of which you were not aware. A further advantage is the opportunity to learn the subject matter with a thoroughness that a student seldom achieves. Many FDM students perform a valuable service by capably serving as a TA in courses well outside their research area and interest. Whether or not your eventual career is in teaching, the experience of being a TA will be invaluable.

Teaching Assistant Job Description and Responsibilities
A teaching assistantship is a half-time appointment. The total commitment is approximately 16–20 hours per week (the maximum is an average of 20 hours per week). Included in this total are:
• formal contact hours in class, lab, and discussion sections
• grading papers and projects
- attending lectures
- preparing for teaching
- office hours with students

All Teaching Assistants must be evaluated by their undergraduate students. TA evaluation forms for this purpose will be distributed directly to the instructor, not the graduate student TA(s), at the end of each quarter. The instructor should distribute the TA evaluation form during the last class unless there are mandatory sections: if the latter is the case, the instructor has the prerogative of giving the evaluations to the TA(s) to distribute on their last day of section. Assign one of the undergraduate students the responsibility of collecting them and bringing them to the course’s home department office. After all class requirements are met, and grading and narrative evaluations completed, TAs can read your evaluations.

It is important to meet all the teaching assignments and responsibilities of the TAship. A TA’s prior performance is considered by the department when awarding TAships each quarter. **Any TA who receives less than satisfactory undergraduate evaluations will be required to work with the Program Chair or his or her faculty advisor during the next TA assignment as a condition of being eligible for future TAships.** Continuing access to TAships will depend upon improvement. Students who are on academic probation have a lower priority for TAships.

Most TAships are offered as 50% appointments. Graduate Division approval is needed for any student who offered an additional position/time and wants to work more than the 50% limit.

**Maintaining Confidentiality — FERPA**

All who have access to student records are charged with upholding their privacy in accordance with the Family Educational Rights and Privacy Act of 1974, as amended (FERPA) and required to take the FERPA Quiz online. Detailed information on FERPA, as well as the quiz, are available at http://reg.ucsc.edu/guidelines_qr.htm.

Take note that TAs are NOT to store exam, grade, or evaluation information on any hard drives of shared computers. Student information is to remain confidential. When stored on shared computers, the information is not confidential. Indeed, information on shared computers can be accessed by many undergraduates.

**Accommodating Students with Disabilities**

Students requesting special test setups are evaluated by the Disability Resource Center (DRC). DRC generates an “Accommodation Request” form for a qualified student. Students are responsible for presenting this form to the instructor or TA and giving a two-week notice when
they ask for DRC accommodation. The instructor or TA takes this form to the home department of the course to arrange for a room and a proctor. (The Arts Division strongly encourages the instructor to use a TA assigned to the course as test proctor.) Please provide the name of faculty and/or TA, course number, student's name, and dates/times of all midterms and the final for the entire quarter. The instructor or TA will need to check back in a few days to obtain the test location and then let the students know the accommodation is confirmed. The proctor will obtain the tests and take them to the test site. During the exams, the DRC asks that students have access to a TA or instructor for questions. Once the exam is completed, the proctor will return the test envelope to a prearranged location and the instructor or TA will be contacted that it is ready for pickup.

**Sexual Harassment**

Statistics indicate that more undergraduate students in the academic arena seek assistance about sexual harassment and sexual assault from their TAs than any other university group. In addition a TA (or GSR) should be aware of the possibility that his/her statements and/or actions may constitute sexual harassment of undergraduate students she or he teaches or supervises. It is a breach of professional ethics for a TA or GSR to date a student that he/she teaches, evaluates, or supervises. The university has instituted a number of measures designed to protect its community from sexual and other forms of harassment and discrimination. Information, advice, referrals, and/or copies of the UCSC Policy on Sexual Assault, the UC Policy on Sexual Harassment and Procedures for Reports of Sexual Assault(s) and Sexual Harassment are available to all students (and faculty and staff) by contacting Rita E. Walker, Title IX/Sexual Harassment Officer, 459-2462, rew@ucsc.edu or http://www2.ucsc.edu/title9-sh/. 
Web sites:

ACADEMIC
Academic Calendar: http://reg.ucsc.edu/calendar/
Key dates for Academic Year 2010: http://reg.ucsc.edu/calendar/2010_11.htm
Schedule of classes: http://reg.ucsc.edu/soc.htm
Division of Graduate Studies: http://graddiv.ucsc.edu/
2010 Manual of the Santa Cruz Division of the University of California Academic Senate.
See Appendix D, Graduate Programs: http://senate.ucsc.edu/senatemanual.htm

FINANCIAL
Deferment of Existing Loans: Call Direct Loans 1-800-848-0979.
Direct Deposit: http://sbs.ucsc.edu/refunds_new.html
FAFSA: http://www.fafsa.ed.gov/index.htm
Fees: http://reg.ucsc.edu/Fees/index.html
Financial Aid and Scholarship: http://www2.ucsc.edu/financialaid/graduate_students.shtml

HOUSING
Graduate Student Housing and Family Student Housing: http://housing.ucsc.edu/sponsored-housing/resources.html
Community Rentals: http://housing.ucsc.edu/

RESOURCE CENTERS
African American Resource and Cultural Center (AARCC): http://www2.ucsc.edu/aasl/
American Indian Resource Center: http://www2.ucsc.edu/airc/
Asian American/Pacific Islander Resource Center: http://www2.ucsc.edu/aapirc/
Chicano Latino Resource Center: http://www2.ucsc.edu/raza/
Disability Resource Center: http://drc.ucsc.edu/
The Lionel Cantú Gay, Lesbian, Bi, Trans, Intersex (GLBTI) Resource Center: http://www.queer.ucsc.edu/home/home.shtml
Veteran Services: http://stars.ucsc.edu/veteran.php
Women’s Center: http://www2.ucsc.edu/wmcenter/

STUDENT SERVICES
General: http://graddiv.ucsc.edu/student_affairs/
Bay Tree Bookstore: http://slugstore.ucsc.edu/
Campus life: http://graddiv.ucsc.edu/student_affairs/campuslife.php
Childcare Services: http://housing.ucsc.edu/childcare/index.html
Graduate Commons http://gradcommons.drupal.ucsc.edu/
Graduate Student Association: http://www2.ucsc.edu/gsa/resources/resources.html
Health Insurance: http://healthcenter.ucsc.edu/billing/insurance.shtml
Registrar: http://reg.ucsc.edu/Registrar/index.html
Student Business Services: (billing, account information, loan counseling, deferred payment, cashiers) http://sbs.ucsc.edu/
Student Affairs (resources, regulations, employment, financial aid, Degree progress): http://graddiv.ucsc.edu/student_affairs/
Student Health Center: http://www2.ucsc.edu/healthcenter/
Student ID: http://reg.ucsc.edu/navigator/s1_intro_ID.pdf
Student Portal information: https://my.ucsc.edu/psp/ep9prd/?cmd=logout&languageCd=ENG
Student Services (general, campus groups, support groups) https://admissions.sa.ucsc.edu/student_services.cfm
Teaching Resources: http://graddiv.ucsc.edu/student_affairs/TAResources.php
University Library: http://library.ucsc.edu/
Voter Registration: http://www.sos.ca.gov/
UCSC home page ................................. http://www.ucsc.edu/

Film and Digital Media home page ................................. http://film.ucsc.edu/
- For detailed information about the program
- For current schedules of classes
- For faculty office hours, office phone numbers, e-mail addresses
- For Film and Digital Media Department announcements and events
- For current film festival and film resources

UCSC General Catalog ................................. http://reg.ucsc.edu/catalog

Campus visits:
Campus visits can be arranged on an individual basis. Please contact the Graduate Program Coordinator for more information at 831.45.3445 or fdmphd@ucsc.edu.

FILM & DIGITAL MEDIA STAFF

ACADEMIC STAFF
Department Chair: Irene Gustafson, ireneg@ucsc.edu, (831) 459-1498
Associate Chair: Peter Limbrick, limbrick@ucsc.edu, (831) 459-1239
Dir. of Graduate Studies (PhD): L.S. Kim, lskim@ucsc.edu, (831) 459 5543
Dir. of Graduate Studies-SocDoc: John Leanos, jleanos@ucsc.edu, (831) 459 1887

ADMINISTRATIVE STAFF
Department Manager: Jenny Brown, jenbrown@ucsc.edu, (831) 459-3204
Graduate Programs Coordinator: Melanie Wylie, mwylie@ucsc.edu, (831) 459-3445
Undergraduate Advisor: Tamra Schmidt, tschmidt@ucsc.edu, (831) 459-3204
Department Assistant: Nicole Nolte, nnios@ucsc.edu, (831) 459-3204

OPERATIONS STAFF
Technical Director: Chris Said, csaid@ucsc.edu, (831) 459-2348
Equipment Checkout Specialist: Woody Carrol, woodyc@ucsc.edu, (831) 459-4062
Classroom Support Specialist: TBD, (831) 459-1958

IT Staff
Lead Digital Media Specialist: Angela Steele, arossi@ucsc.edu, (831) 459-4242
Digital Media Specialist: Tristan Carkeet, carkeet@ucsc.edu, (831) 459-351
Arts Divisional IT Liaison: Scotty Brookie, scotty@ucsc.edu, (831) 459-4776

Operations Office
Communications 137, fdmoperations@ucsc.edu, (831) 459-2348
Communications 123, fdmoperations@ucsc.edu, (831) 459-4062

Equipment Checkout
Communications 123, fdmcheckout@ucsc.edu, (831) 459-4062

(fax)
The UCSC general catalog (http://reg.ucsc.edu/catalog) is the primary source of information on the campus's academic programs, faculty, facilities, institutional costs and refunds, accreditation, and facilities for the disabled, as well as employment data on graduates.

The University of California, in accordance with applicable Federal and State law and University policy, does not discriminate on the basis of race, color, national origin, religion, sex, gender identity, pregnancy, physical or mental disability, medical condition (cancer related or genetic characteristics), ancestry, marital status, age, citizenship, sexual orientation, or service in the uniformed services as defined by the Uniformed Services Employment and Reemployment Rights Act of 1994. The University also prohibits sexual harassment. This nondiscrimination policy covers admission, access, treatment in University programs and activities for employment.

Inquiries regarding the University's student-related nondiscrimination policies may be directed to Student Judicial Affairs at (831) 459-1738, or email sja@ucsc.edu.

In compliance with the Americans with Disabilities Act of 1990, the Film and Digital Media Department works with other campus units to facilitate the fullest participation possible of students with disabilities. Students with disability-based accommodation needs can contact the Disability Resource Center, (831) 459-2089 (voice), (831) 459-4806 (TTY), drc@ucsc.edu; http://www2.ucsc.edu/drc/.

The university takes the issue of sexual harassment very seriously and is committed to ensuring that our campus community is free of discriminatory and hostile behavior. For information or a copy of the university's policy and procedures concerning sexual assault and sexual harassment, direct inquiries to Rita E. Walker, Title IX Coordinator/Sexual Harassment Officer, (831) 459-2462, rew@ucsc.edu; http://www2.ucsc.edu/title9-sh/

The information provided in the F&DM Department Handbook is unofficial. Official UCSC admissions and major requirements are published annually in the UCSC General Catalog http://reg.ucsc.edu/catalog. If you have questions regarding the information in this handbook, please contact the department.

University of California
Film and Digital Media Department
1156 High Street
Santa Cruz, CA 95064
film@ucsc.edu
(831) 459-3204
http://film.ucsc.edu/